



Carn Brea Parish Council

— Consel Plu Carn Bre —

**Minutes of the Staffing Committee meeting held at
Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB
on Thursday 13th April 2023 at 6:00pm.**

Minutes

Present: Councillors R. Drew (Chairman), E. Glanville (Vice Chairman), S. Dale, C. Jordan, J. Pollock, M. Davis and M. Moyle.

Also Present: Andrew Moyle-Browning (Clerk)
Cllr. P. Holmes
Cllr. T. Salisbury

23/04/S/01 Welcome and safety procedures.

The Chairman welcomed everyone and explained the safety procedures.

23/04/S/02 To receive apologies for non-attendance.

No apologies were received.

23/04/S/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.

There were no interests declared.

23/04/S/04 To consider written request(s) for dispensations.

There were no written requests for dispensation.

**23/04/S/05 Public Participation on items on the agenda.
(Maximum of 20 minutes – every speaker a limit of 3 minutes under Council Standing Orders)**

There were no members of the public present.

23/04/S/06 To receive and approve the minutes of the Staffing Committee held on 2nd March 2023.

Resolved: that the minutes of the Staffing Committee held on 2nd March 2023 are approved.

Proposed: Cllr. C. Jordan

Seconded: Cllr. J. Pollock

E. Glanville

23/04/S/07 To consider the minutes of the Staffing Committee held on 2nd March 2023 and receive any reports on matters referred.

There were no matters referred.

23/04/S/08 To review the Staffing Committee Terms of Reference in preparation for the Annual Meeting and make appropriate recommendations.

The Terms of Reference were provided to the committee ahead of the meeting with proposed amendments.

Cllr Moyle commented that he felt the current level of meetings were correct and was not keen to reduce the frequency and also highlighted and referred to bullet point 1 under the committee's Roles & Responsibilities regarding Staff welfare, well-being and equal treatment and that as a key committee responsibility, that a formal Clerks reports be retained and the old report reintroduced as stated in bullet point 9, to be received by the committee to facilitate the monitoring of work life balance and promote staff wellbeing.

The Clerk explained to the committee the rationale for the proposal to reduce the frequency to 5 meetings and also asked for clarification on what specific information the committee required in the report.

The committee requested that the previous report template be used to include hours worked and overtime, absence and sickness reporting and a report on any probationary reviews.

The meeting discussed the frequency of the meetings and Cllr Moyle properly proposed that the meeting frequency should be 9 per annum and this was seconded by Cllr Glanville. A vote was taken, and the proposal carried.

Resolved to recommend: that the Staffing Committee is required to hold 9 meetings per year, excluding August.

Proposed: Cllr. M. Moyle

Seconded: Cllr. E. Glanville

The meeting discussed the requirement of a Clerks Report as at a previous meeting the committee had agreed to remove a formal report and a proper proposal was made by Cllr Moyle to amend the wording at bullet point 9 and this was seconded by Cllr Drew. A vote was taken, and the proposal was carried.

Resolved to recommend: that the new wording at bullet point 9 under Roles & Responsibilities be amended to: following the Clerks report, keep under review staff work/life balance, working conditions and well-being in addition to monitoring absence, probationary reviews and performance management

Proposed: Cllr. M. Moyle

Seconded: Cllr. R. Drew

Resolved to recommend: that the terms of reference as amended are approved.



Proposed: Cllr. C. Jordan

Seconded: Cllr. E. Glanville

23/04/S/09

To resolve that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public be excluded due to the confidential nature of the business to be discussed.

Resolved: that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public be excluded due to the confidential nature of the business to be discussed.

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

Cllr Salisbury & Cllr Holmes left the meeting.

23/04/S/10

To receive and approve the confidential minutes of the Staffing Committee held on 2nd March 2023.

It was highlighted that Cllr Moyle was not noted as leaving the meeting after item 9 and rejoining the meeting after item 11 and in addition, on the confidential minutes the proposer and seconder to item 11 were missing. The Clerk to make the amendments.

Resolved: that the confidential minutes of the Staffing Committee held on 2nd March 2023 as amended are approved.

Proposed: Cllr. E. Glanville

Seconded: Cllr. J. Pollock

23/04/S/11

To consider the confidential minutes of the Staffing Committee held on 2nd March 2023 and receive any reports on matters referred.

There were no matters referred.

23/04/S/12

To receive a Clerks report on Staffing matters.

The Clerk updated the Committee on staffing matters and appropriate resolutions were made.

Meeting Closed: 18:37

E. Glanville