



Carn Brea Parish Council

Consel Plu Carn Bre

Minutes of the Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 7th September 2023 at 7pm.

Minutes

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

Also Present: Sarah-Jane Noakes (Assistant Clerk)

23/09/S/01 Welcome and safety procedures.

The Chairman welcomed the meeting and explained the safety procedures.

23/09/S/02 To receive apologies for non-attendance.

Cllr. M. Moyle.

23/09/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.

23/09/S/04 To consider written request(s) for dispensations.

There were no written requests for dispensations.

23/09/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.

23/09/S/06 To receive and approve the minutes of the Staffing Committee held on 6th July 2023.

The draft minutes of the Staffing Committee held on 6th July 2023 were circulated to committee members ahead of the meeting.

Resolved: that the minutes of the Staffing Committee held on 6th July 2023 are approved.

Proposed: Cllr. C. Jordan

Seconded: Cllr. E. Glanville

23/09/S/07 To consider the minutes of the Staffing Committee held on 6th July 2023 and receive any reports on matters referred.

There were no reports received.

23/09/S/08 To receive and review the Dignity at Work (Bullying and Harassment Policy) and make appropriate recommendations.

The meeting received a report from the Clerk informing them that the policy was adopted in March 2021 and reviewed in September 2022.

There were 3 recommended changes to the policy by the Clerk in red and further amendments in Green made following responses from Cllr. Drew and Cllr. Dale.

The meeting received the following requests for further changes: -

1.3 – Replace the word employees with everybody.

7.6.1 – amend to read: - If the matter involves a complaint against the Clerk, you should inform one of the following in this order depending on availability: - Chairman of the Council, Chairman of the Staffing Committee, Vice Chairman of the Council, Vice Chairman of the Staffing Committee, who will determine the most appropriate means of dealing with the complaint. Whoever receives the complaint will report to the Staffing Committee as a matter of urgency.

Appendix 2 – Replace the word staff with everybody in the last box.

Resolved to recommend: that the Dignity at Work (Bullying and Harassment) Policy as amended is approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

23/09/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



23/09/S/10 To make arrangements for the Clerks Annual Appraisal and consider appropriate training requirements for committee members and make appropriate recommendations/resolutions.

The meeting received a guide from the SLCC and CALC along with a report from the Clerk regarding enquiries made about training available. The meeting made appropriate resolutions for conducting the Clerk’s appraisal.

23/09/S/11 To receive and approve the Confidential Minutes of the Staffing Committee held on 6th July 2023.

The draft confidential minutes of the Staffing Committee held on 6th July 2023 were tabled at the meeting.

Resolved: that the confidential minutes of the Staffing Committee held on 6th July 2023 are approved.

Proposed: Cllr. R. Drew **Seconded:** Cllr. C. Jordan

23/09/S/12 To consider the confidential minutes of the Staffing Committee held on 6th July 2023 and receive any reports on matters referred.

There were no reports on matters referred.

23/09/S/13 To receive the Clerk’s report and make appropriate recommendations/resolutions.

A written report from the Clerk is on the table.

Resolved: that the Clerks report is noted.

Proposed: Cllr. R. Drew **Seconded:** Cllr. C. Jordan

23/09/S/14 Staffing matters.

Cllr. Drew asked the Staffing Committee to express its appreciation of how the staff worked at the picnic in the park.

Resolved: that the Staffing Committee wishes to express its thanks and appreciation to the staff for their work for the picnic in the park.

Proposed: Cllr. R. Drew **Seconded:** Cllr. M. Davis

Meeting closed at 8pm.

