



Carn Brea Parish Council

Consel Plu Carn Bre

Mr. Andrew Moyle-Browning (Clerk to the Council)

Scryuynyas dhu Consel

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Minutes of the Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 8th February 2024 at 7:00pm.

Minutes

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

Also Present: Andrew Moyle-Browning (Clerk)

24/02/S/01 Welcome and safety procedures.

The Chairman welcomed the meeting and explained the safety procedures.

24/02/S/02 To receive apologies for non-attendance.

Cllr. S. Breul
Cllr. M. Davis

24/02/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.

24/02/S/04 To consider written request(s) for dispensations.

There were no written requests for dispensation.

24/02/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.

24/02/S/06 To receive and approve the minutes of the Staffing Committee held on 11th January 2024.

Resolved: that the minutes of the Staffing Committee meeting held on 11th January 2024 are approved.

Proposed: Cllr. C. Jordan

Seconded: Cllr. E. Glanville

24/02/S/07 To consider the minutes of the Staffing Committee held on 11th January 2024 and receive any reports on matters referred.

There were no matters referred.

24/02/S/08 To receive an update on staffing policies.

A report from the Clerk was circulated ahead of the meeting detailing a recent review undertaken by the Councils' HR Consultants, Worknest, and the Clerk of the main Staffing Policies. Worknest had reported that there were no legislation changes to make and that the policies reviewed were up to date. The Clerk took the meeting through the report.

Cllr Dale expressed that he believed all policies should be placed into one document and that there were too many policies in place. To avoid discrepancies between them and to make it more accessible for employees, they should be combined. He also raised the point that some policies had not been reviewed recently and therefore when reviewing the Employee Handbook, this can vary from a policy.

Cllr Drew responded by saying he agreed with Cllr Dale that the Councils policy review schedule should be followed strictly, but that he did not accept there were too many policies or that combining them in a single document would be helpful.

The Clerk explained that there was a schedule for review in place, and that his recommendation would be to retain individual policies and reference them in the Employee Handbook to facilitate the policy reviews.

The meeting requested that the Clerk provide them with a copy of the review schedule for their information.

24/02/S/09 To receive and review the Absence Management Policy with proposed amendments and make appropriate recommendations.

A copy of the Absence Management Policy with proposed amendments was circulated ahead of the meeting.

Additional proposed amendments were sent to the Clerk ahead of the meeting and the committee discussed the most appropriate way to review the proposed amendments.

The meeting agreed to defer the item to the next Staffing Committee meeting in March 2024 in order for them to fully review the additional proposed amendments.

24/02/S/10 To receive and review the Employee Handbook with proposed amendments and make appropriate recommendations.

A copy of the Employee Handbook with proposed amendments was circulated ahead of the meeting.

Additional proposed amendments were sent to the Clerk ahead of the meeting and the meeting discussed the most appropriate way to review the Handbook and proposed amendments.

Resolved: that a Working Group is set up to include Cllr Drew, Cllr Glanville, Cllr Dale and the Clerk to review the Employee Handbook and report back to the Staffing Committee with recommendations for amendments.

Proposed: Cllr. M. Moyle

Seconded: Cllr. C. Jordan



- 24/02/S/11** 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
- 24/02/S/12** To receive and approve the Confidential Minutes of the Staffing Committee held on 11th January 2024.
- Resolved:** that the confidential minutes of the Staffing Committee meeting held on 11th January 2024 are approved.
- Proposed:** Cllr. C. Jordan **Seconded:** Cllr. M. Moyle
- 24/02/S/13** To consider the confidential minutes of the Staffing Committee held on 11th January 2024 and receive any reports on matters referred.
- The Clerk provided the meeting with an update on matters referred.
- 24/02/S/14** To receive the Clerk's report and make appropriate recommendations / resolutions.
- A written report from the Clerk was tabled at the meeting and Councillors invited to ask questions.
- Resolved:** that the Clerks report is noted.
- Proposed:** Cllr. R. Drew **Seconded:** Cllr. E. Glanville
- 24/02/S/15** Staffing matters.
- The Clerk provided a report and appropriate resolutions were made.

Meeting closed at 7.40pm

