



## 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 7<sup>th</sup> March 2024 at 7:00pm.**

### Minutes

**Present:** Councillors R. Drew (Chairman), E. Glanville (Vice Chairman – from point mentioned), S. Dale, M. Davis, S. Breul, M. Moyle and C. Jordan.

**Also Present:** Andrew Moyle-Browning (Clerk)

**24/03/S/01 Welcome and safety procedures.**

The Chairman welcomed the meeting and explained the safety procedures.

**24/03/S/02 To receive apologies for non-attendance.**

There were no apologies received.

**24/03/S/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.**

Cllr Moyle declared an interest in item 16.

**24/03/S/04 To consider written request(s) for dispensations.**

There were no written requests for dispensation.

**24/03/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.

**24/03/S/06 To receive and approve the minutes of the Staffing Committee held on 8<sup>th</sup> February 2024.**

**Resolved:** that the minutes of the Staffing Committee meeting held on 8<sup>th</sup> February 2024 are approved.

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. M. Moyle

**24/03/S/07 To consider the minutes of the Staffing Committee held on 8<sup>th</sup> February 2024 and receive any reports on matters referred.**

The Clerk updated the committee on the following matters:

- The list of Policies for review by the Staffing Committee was distributed to the Committee as requested.
- The Absence Management Policy with proposed amendments was deferred to this meeting as requested. The additional proposed amendments received were updated and are to be reviewed at agenda item 10.
- A working party to review the proposed amendments to the Employee Handbook was held on Monday 4<sup>th</sup> March 2024 and an updated document with proposed amendments is to be reviewed at agenda item 9.

**24/03/S/08 To review the Staffing Committee Terms of Reference in preparation for the Annual Meeting and make appropriate recommendations.**

A copy of the Staffing Committee Terms of Reference with proposed amendments was circulated ahead of the meeting.

The Clerk briefed the committee on an additional recommendation to Bullet Point 16 of Committee Roles & Responsibilities regarding delegation to a panel.

Cllr Drew made a proposal to reduce the meetings to 8 meetings per year which was properly seconded by Cllr Breul. A vote was taken, and the motion was lost.

Cllr Dale raised a query relating to the arrangements for the line management of the Clerk, and the committee discussed and considered appropriate options for the reporting procedure and best practice. The Clerk advised that the Chairman of the Council would commonly be the Clerks first point of contact on a day-to-day basis, and they would fulfill certain line management duties of the Clerk such as approving holiday, overtime and reporting absence, however that the Staffing Committee act as the Clerks Line Manager and deal with matters of managing performance or disciplinary.

*Cllr Glanville entered the meeting during discussion.*

**Resolved to recommend: that the Staffing Committee Terms of Reference are approved as amended with the following additional amendments: Bullet Point 16 under Committee Roles And Responsibilities to read 'To investigate and where appropriate, appoint a panel to deal with matters raised under the Council's Grievance Policy, Absence Management Policy or Disciplinary Policy with full delegation to make recommendations to the Staffing Committee for appropriate action. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude an Absence, Disciplinary or Grievance matter', The removal of bullet point 2 of Chairmans Roles & Responsibilities, Bullet Point 1 of the Chairmans Roles and Responsibilities add 'in their absence the Vice Chairman of the Staffing Committee', and add an additional bullet point under Decision Making 'To make decisions on recommendations received from Grievance, Disciplinary and Absence panels up to and including dismissal of an employee'.**

**Proposed: Cllr. R. Drew**

**Seconded: Cllr. S. Dale**



**24/03/S/09** To receive and review the Employee Handbook with proposed amendments and make appropriate recommendations.

Following a review conducted by the Working Group, a copy of the Employee Handbook with proposed amendments was circulated ahead of the meeting.

**Resolved to recommend: that the employee handbook as amended be approved.**

**Proposed:** Cllr. R Drew

**Seconded:** Cllr. C Jordan

**24/03/S/10** 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.

The Clerk took the meeting through each page and asked them to consider the additional proposed amendments received.

**Resolved to recommend: that the Absence Management Policy as amended is accepted with the following additional amendment - that section 5.2 paragraph 4 to read 'Incapacity due to substance abuse or alcohol use will not be considered as a valid reason for absence. Employees should be aware of the Council's alcohol and drugs policy and being unfit for work. Being under the influence of drugs or alcohol at work may result in dismissal without notice or payment in lieu. Your attention is drawn to the policy governing the consumption of alcohol as set out in the Employee Handbook at paragraph 2.10'.**

**Proposed:** Cllr. E. Glanville

**Seconded:** Cllr. M. Davis

**Resolved to Recommend: that 5.2, paragraph 1 of the Absence Management Policy be amended to replace the wording 'When you phone in sick' to 'When you phone in to advise of your absence'.**

**Proposed:** Cllr. S. Dale

**Seconded:** Cllr. R. Drew

**Resolved to Recommend: that the following additional amendments to the Absence Management Policy are made: that 6.1, paragraph 2 be amended to replace the wording 'referred to the Staffing Committee for consideration regarding using the disciplinary procedure for investigation and appropriate action' with 'referred to the Staffing Committee for consideration of implementation of the disciplinary procedure', that 6.4, paragraph 1 be changed to read 'Where appropriate, the Council will consider what reasonable adaptations can be made to the employees' role to facilitate a return to work. Such adaptations will be subject to the needs of the Council and there is no guarantee that this can be achieved'.**

**Proposed:** Cllr. E. Glanville

**Seconded:** Cllr. S. Dale



- 24/03/S/11 To make arrangements for the review of Staffing Policies and make appropriate recommendations / resolutions.**

The Clerk provided a copy of the Policies review document and briefed the committee on outstanding staffing policies for review.

The meeting agreed that the outstanding policies be added to the next appropriate staffing committee meeting for review.

- 24/03/S/12 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

- 24/03/S/13 To receive and approve the Confidential Minutes of the Staffing Committee held on 8<sup>th</sup> February 2024.**

**Resolved:** that the confidential minutes of the Staffing Committee meeting held on 8<sup>th</sup> February 2024 are approved.

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. S. Dale

- 24/03/S/14 To receive a report from the Clerk on completed Council Employee Appraisals and make appropriate recommendations.**

A report from the Clerk was circulated ahead of the meeting and Councillors invited to ask questions.

**Resolved:** that the Clerks Employee Appraisal report is noted.

**Proposed:** Cllr. M. Davis

**Seconded:** Cllr. S. Breul

- 24/03/S/15 To receive the Clerks report following a review of Council Employee Training and make appropriate recommendations / resolutions.**

A report from the Clerk was circulated ahead of the meeting and Councillors were invited to ask questions.

**Resolved:** that the Clerks Employee Training report is noted.

**Proposed:** Cllr. M. Davis

**Seconded:** Cllr. C. Jordan

**24/03/S/16 To receive a report and consider Council Employee pay banding and make appropriate recommendations.**

Pay banding guidance and Council Employee current pay banding information was circulated ahead of the meeting.

Cllr Drew reminded the committee of the confidentiality of the paperwork.

**Resolved: that the Council Employee pay banding report is noted**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. M. Davis

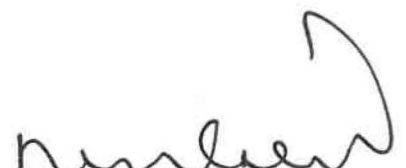
**24/03/S/17 To receive the Clerk's report and make appropriate recommendations / resolutions.**

The Clerk's report was tabled at the meeting and the committee were invited to ask questions.

**24/03/S/18 Staffing matters.**

The Clerk provided a report, and the committee were invited to ask questions.

**Meeting closed at 8.24pm**

A handwritten signature in black ink, appearing to be 'M. Davis', with a large, sweeping loop at the end.