



Carn Brea Parish Council

Consel Plu Carn Bre

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

Scryuynyas dhu Consel

e. clerk@carnbreaparcouncil.gov.uk

**Minutes of the Staffing Committee meeting held at
Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB
on Wednesday 5th June 2024 at 7:00pm.**

Minutes

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

Also Present: Andrew Moyle-Browning (Clerk)

Welcome and safety procedures.

Cllr Drew welcomed the meeting and explained the safety procedures.

24/06/S/01 To appoint a Chair of the Staffing Committee.

Cllr. R. Drew called for nominations for Chair of the Staffing Committee.

Cllr. E. Glanville was nominated and properly proposed and seconded.

Cllr. R. Drew called for any further nominations, of which none were received.

Resolved: that Cllr E. Glanville be appointed as Chair of the Staffing Committee.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Davis

24/06/S/02 To appoint a Vice-Chair of the Staffing Committee.

Cllr. E. Glanville called for nominations for Vice-Chair of the Staffing Committee.

Cllr. R. Drew was nominated and properly proposed and seconded.

Cllr. E. Glanville called for any further nominations, of which none were received.

Resolved: that Cllr. R. Drew be appointed as Vice-Chair of the Staffing Committee.

Proposed: Cllr. E. Glanville

Seconded: Cllr. C. Jordan

24/06/S/03 To receive apologies for non-attendance.

Cllr Moyle

24/06/S/04 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 declarations received.

E. Glanville

24/06/S/05 To consider written request(s) for dispensations.

There were no written applications for dispensations received.

**24/06/S/06 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.

24/06/S/07 To receive and approve the minutes of the Staffing Committee held on 2nd May 2024.

Resolved: that the minutes of the Staffing Committee Meeting held on 2nd May 2024 are approved.

Proposed: Cllr. C. Jordan

Seconded: Cllr. S. Dale

24/06/S/08 To consider the minutes of the Staffing Committee held on 2nd May 2024 and receive any reports on matters referred.

The Clerk reported that the updated Annual Leave Policy had been briefed to the Council Employees.

24/06/S/09 To receive and review the Disciplinary Procedures Policy with proposed amendments and make appropriate recommendations.

A copy of the Disciplinary Procedures Policy with proposed amendments was circulated ahead of the meeting and the Clerk took the meeting through the document.

Resolve to Recommend: that the last line on page 3 of the policy to read - Only the Staffing Committee has the right to suspend an employee and issue written warnings for minor misconduct, and in the case of the clerk issue a record of improvement.

Proposed: Cllr. E. Glanville

Seconded: Cllr. R. Drew

Resolved to Recommend: that the Disciplinary Procedures Policy as amended be approved.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Davis

24/06/S/10 To receive and review the Grievance Policy with proposed amendments and make appropriate recommendations.

A copy of the Grievance Policy with proposed amendments was circulated ahead of the meeting and the Clerk took the meeting through the document.

Resolved to Recommend: that the Grievance Policy as amended be approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Breul

E. Glanville

- 24/06/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.
- Proposed:** Cllr. E. Glanville **Seconded:** Cllr. R. Drew
- 24/06/S/12** To receive and approve the Confidential Minutes of the Staffing Committee held on 7th March 2024.
- Resolved:** that the Confidential Minutes of the Staffing Committee held on 7th March 2024 are approved.
- Proposed:** Cllr. C. Jordan **Seconded:** Cllr. R. Drew
- 24/06/S/13** To consider the Confidential Minutes of the Staffing Committee held on 7th March 2024 and receive any reports on matters referred.
- There were no matters to report.
- 24/06/S/14** To receive and approve the Confidential Minutes of the Staffing Committee held on 2nd May 2024.
- Resolved:** that the Confidential Minutes of the Staffing Committee held on 2nd May 2024 are approved.
- Proposed:** Cllr. E. Glanville **Seconded:** Cllr. C. Jordan
- 24/06/S/15** To consider the Confidential Minutes of the Staffing Committee held on 2nd May 2024 and receive any reports on matters referred.
- There were no matters to report.
- 24/06/S/16** To receive the Clerk's report and make appropriate recommendations / resolutions.
- The Clerk's report was tabled at the meeting and the Committee invited to ask questions.
- Resolved:** that the Clerk's report is noted.
- Proposed:** Cllr. R. Drew **Seconded:** Cllr. C. Jordan

E. Glanville

24/06/S/17 **To receive a report and correspondence and consider pay scales for Council Employees and make appropriate recommendations.**

Correspondence was circulated to the committee ahead of the meeting and appropriate resolutions were made.

Cllr Davis left and returned to the meeting

24/05/S/18 **Staffing matters.**

The Clerk provided a verbal report.

Meeting Closed at 8.05pm

Em/Glanville