



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 meeting held at
Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB
on Thursday 3rd October 2024 at 7pm.**

Minutes

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

Also Present: Andrew Moyle-Browning (Clerk)

24/10/S/01 Welcome and safety procedures.

The Chairman welcomed the meeting and explained the safety procedures.

24/10/S/02 To receive apologies for non-attendance.

There were no apologies received.

24/10/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.

24/10/S/04 To consider written request(s) for dispensations.

There were no written requests for dispensation.

**24/10/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.

24/10/S/06 To receive and approve the minutes of the Staffing Committee held on 4th July 2024.

Resolved: that the minutes of the Staffing Committee Meeting held on 4th July 2024 are approved.

Proposed: Cllr. C. Jordan

Seconded: Cllr. E. Glanville

24/10/S/07 To consider the minutes of the Staffing Committee held on 4th July 2024 and receive any reports on matters referred.

The Clerk reported that the updated Employee Expenses Policy and the Equality and Diversity Policy had been circulated to the Council employees following Full Council approval.

24/10/S/08 To receive and review the Employee Appraisal Policy with proposed amendments and make appropriate recommendations.

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

Resolved to recommend: that the wording under 4. iv of the Employee Appraisal Policy be amended to read: 'Have an understanding of the Council's objectives / priorities and applying these where appropriate into an individual's objectives.'

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Breul

Resolved to Recommend: that the Employee Appraisal Policy is approved as amended.

Proposed: Cllr. R. Drew

Seconded: Cllr. C. Jordan

24/10/S/09 To receive and review the Dignity at Work (Bullying and Harassment) Policy with proposed amendments and make appropriate recommendations.

A copy of the Dignity at Work (Bullying and Harassment) Policy with proposed amendments was circulated ahead of the meeting and the Clerk took the meeting through the document.

Cllr Glanville proposed a variation to the proposed change of wording to 1.2. and the meeting considered the proposed amendments.

Resolved to Recommend: that the wording on page 2 at 1.2 of the Dignity at Work (Bullying and Harassment) Policy be amended to read from line 3: 'The Council will take appropriate action with any form of harassment or bullying. In line with the Council's Policies, this may include disciplinary action, up to and including dismissal.'

Proposed: Cllr S. Dale

Seconded: Cllr. R. Drew

Resolved to Recommend: that page 8, 6.2.4 of the Dignity at Work (Bullying and Harassment) Policy be amended and the words 'line manager' at the end of the last sentence are replaced with 'to an appropriate person within their organisation.'

Proposed: Cllr R. Drew

Seconded: Cllr. M. Moyle

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

Proposed: Cllr. E. Glanville

Seconded: Cllr. S. Dale

24/10/S/10 To receive and consider proposals and budget requirements for the financial year 2025 / 2026 and make appropriate recommendations for consideration as part of the draft budget process.

Cllr Drew briefed the committee on the requirement for a training budget and publications to promote the required training for all Council Employees and Councillors.

Cllr Moyle proposed that an increase for Councillor Training be considered for the 2025/2026 financial year due to the Council Elections next year and a new Council in place.

E. Glanville

Resolved to Recommend: that as part of the 2025/2026 budget process, the Committee request that a £500.00 budget for appropriate Employment law Training relevant to Staffing Committee Members is provided and a £250.00 budget for Standing Publications is included.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Moyle

24/10/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

24/10/S/12 To receive and approve the Confidential Minutes of the Staffing Committee held on 4th July 2024.

Resolved: that the confidential minutes of the Staffing Committee held on 4th July 2024 are approved.

Proposed: Cllr. E. Glanville

Seconded: Cllr. C. Jordan

24/10/S/13 To consider the Confidential Minutes of the Staffing Committee held on 4th July 2024 and receive any reports on matters referred.

There were no matters referred.

24/10/S/14 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. E. Glanville

Seconded: Cllr. S. Breul

24/10/S/15 Staffing matters.

The Clerk provided a verbal report, and appropriate recommendations were made.

Meeting Closed at 8.01pm

