



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 6th February 2025 at 7:00pm.

Minutes

Present: Councillors E. Glanville (Chairman), R. Drew (Vice Chairman), M. Davis.

Also Present: Andrew Moyle-Browning (Clerk).

25/02/S/01 Welcome and safety procedures.

25/02/S/02 To receive apologies for non-attendance.

Councillor S. Dale
Councillor M. Moyle

25/02/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.

25/02/S/04 To consider written request(s) for dispensations.

There were no written requests for dispensations received.

**25/02/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.

25/02/S/06 To receive and approve the minutes of the Staffing Committee held on 2nd January 2025.

Minutes of the Staffing Committee meeting held on 2nd January 2025 were circulated ahead of the meeting.

Resolved: that the minutes of the Staffing Committee meeting held on 2nd January 2025 are approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Davis

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- 25/02/S/07 To consider the minutes of the Staffing Committee held on 2nd January 2025 and receive any reports on matters referred.**

There were no matters referred.

- 25/02/S/08 To receive an update and review the Employee Handbook with proposed amendments and make appropriate recommendations.**

The Employee Handbook with suggested amendments following a review by the Council's HR Consultants Worknest was circulated ahead of the meeting.

Due to the nature of the conversation regarding Council Employees the Clerk advised that it would be appropriate to exclude the press and public.

Item 12 to exclude the press and public was brought forward to this point.

Resolved: 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.

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Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

The meeting went through the policy and discussions were had over proposed final amendments within the document.

Resolved to recommend: that paragraph 5 of section 3.4 on page 23 of the Employee Handbook 2025 be removed.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Davis

The meeting agreed that an agenda item be added to the next Staffing Committee Agenda to make arrangements to carry out a review of how Council Employee Overtime and TOIL is approved, recorded and processed.

A query was raised regarding section 3.10, Carer's Leave and the new proposed wording. The committee considered and discussed the wording and criteria for carer's leave, and the Clerk clarified existing procedures in place within the Council's policies for approving ad-hoc time off to look after a dependent.

The meeting discussed the proposed wording at 4.1 – Flexible Working and specifically the lack of clarity in the process and the absence of a specific Appeal process and discussed options on appropriate next steps.

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Resolved to recommend: that section 4.1 – Flexible Working, on page 30 of the Employee Handbook 2025 is removed and replaced with the wording: 'To follow'. Delegation to the Clerk, the Chairman and Vice Chairman of the Staffing Committee to review the process for flexible working requests including appeals, and provide a draft process proposal at a future meeting of the Staffing Committee for approval. Following approval by the Staffing Committee, the Employee Handbook 2025 to be updated and circulated to all Council employees.

Proposed: Cllr. M. Davis

Seconded: Cllr. R. Drew

Resolved to recommend: that the Employee Handbook 2025 as amended be approved.

Proposed: Cllr. E. Glanville

Seconded: Cllr. M. Davis

25/02/S/09 To receive an update and review the Equality and Diversity Policy with proposed amendments and make appropriate recommendations.

The Equality and Diversity Policy with proposed amendments following a review by Worknest was circulated ahead of the meeting.

The meeting reviewed the proposed amendments and discussed the procedure for dealing with complaints from a prospective employee. It was agreed that it was appropriate that any complaints received should be passed on to the Staffing Committee for their review.

Resolved to recommend: that the Equality and Diversity Policy as amended be approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Davis

25/02/S/10 To receive an update and review the Menopause Policy with proposed amendments and make appropriate recommendations.

The Menopause Policy and Guidance with proposed amendments following a review by Worknest was circulated ahead of the meeting.

A query was raised regarding the policy specifically dealing with the female menopause as similar symptoms to menopause can be present in men following some medical procedures.

The Clerk advised that whilst there is no specific policy to reflect menopause symptoms in men, that all employees have the opportunity within their return to work meetings following absence to discuss any health matters that may require adjustments in their work and duties to support them, and in addition they can make a request for adjustments to be made for health reasons directly to the Clerk.

Resolved to recommend: that the Menopause Policy as amended be approved.

Proposed: Cllr. M. Davis

Seconded: Cllr. E. Glanville

25/02/S/11 To receive an update and review the Annual Leave Policy with proposed amendments and make appropriate recommendations.

A report from the Clerk regarding section 9.1 of the Annual Leave Policy was circulated ahead of the meeting following a review by Worknest, along with the Annual Leave Policy with proposed amendments.

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The Clerk briefed the committee on the proposed additional wording to section 9.1 regarding Religious Holidays and stated that Worknest had confirmed that it complied with the Equality Act 2010.

Resolved to recommend: that the Annual Leave Policy as amended be approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Davis

Item 12 to exclude the press and members of the public was brought forward to the point mentioned.

25/02/S/13 To receive and approve the Confidential Minutes of the Staffing Committee held on 2nd January 2025.

The confidential minutes of the Staffing Committee meeting held on 2nd January 2025 were circulated ahead of the meeting.

Resolved: that the confidential minutes of the Staffing Committee held on 2nd January 2025 are approved

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

25/02/S/14 To receive the Clerk's report and make appropriate recommendations / resolutions.

The Clerks report was tabled at the meeting and the Committee were invited to ask questions.

Resolved: that the Clerks report is noted.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Davis

25/02/S/15 Staffing matters.

The Clerk provided an update on staffing matters.

Meeting closed at 8:45pm

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