



Carn Brea Parish Council

Consel Plu Carn Bre

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

Scryuynyas dhu Consel

e. clerk@carnbreaparishcouncil.gov.uk

Minutes of the Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 6th March 2025 at 7:00pm.

Minutes

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

Also Present: Andrew Moyle-Browning (Clerk).

25/03/S/01 Welcome and safety procedures.

25/03/S/02 To receive apologies for non-attendance.

Cllr. M. Moyle.

25/03/S/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.

There were no interests declared.

25/03/S/04 To consider written request(s) for dispensations.

There were no written requests for dispensations received.

**25/03/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.

25/03/S/06 To receive and approve the minutes of the Staffing Committee held on 6th February 2025.

Minutes of the Staffing Committee meeting held on 6th February 2025 were circulated ahead of the meeting.

Resolved: that the minutes of the Staffing Committee meeting held on 6th February 2025 are approved.

Proposed: Cllr. S. Dale

Seconded: Cllr. E. Glanville

E. Glanville

- 25/03/S/07 To consider the minutes of the Staffing Committee held on 6th February 2025 and receive any reports on matters referred.**

The Clerk briefed the committee that the approved policies had been updated and the key changes to the policies would be briefed to the Council employees at the next team meeting.

- 25/03/S/08 To receive and review the Absence Management Policy with proposed amendments and make appropriate recommendations.**

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

The meeting reviewed the policy and discussed the reporting of absence and specifically the process for reporting absence when the Clerk was unavailable or in other exceptional circumstances.

Resolved to recommend: that the 2nd paragraph under 5.2-Reporting on Page 3 be removed and the wording in the first paragraph under 5.2-Reporting on page 3 be changed to : If the Clerk is unavailable, please leave a message with the office who will arrange for the Clerk, Chairman or Vice-Chairman of the Council to make contact with you.

Proposed: Cllr. S. Dale

Seconded: Cllr. R. Drew

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

Proposed: Cllr. E. Glanville

Seconded: Cllr. R. Drew

- 25/03/S/09 To receive and review the Disciplinary Policy with proposed amendments and make appropriate recommendations.**

The Disciplinary Policy with proposed amendments was circulated ahead of the meeting.

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

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

- 25/03/S/10 To receive and review the Dignity at Work (Bullying and Harassment) Policy with proposed amendments and make appropriate recommendations.**

The Dignity at Work (Bullying and Harassment) Policy with proposed amendments following a review by Worknest was circulated ahead of the meeting.

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

Proposed: Cllr. E. Glanville

Seconded: Cllr. S. Dale

- 25/03/S/11 To receive and review the Risk Assessment for Preventing Sexual Harassment and make appropriate recommendations.**

The Risk Assessment for Preventing Sexual Harassment was circulated ahead of the meeting.

Resolved to recommend: that the Risk Assessment for Preventing Sexual Harassment be approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

E. Glanville

- 25/03/S/12** To receive and consider the proposed wording at section 4.1 – Flexible Working of the Employee Handbook 2025 make appropriate resolutions.

The proposed wording for section 4.1 – Flexible Working of the Employee Handbook 2025 was circulated ahead of the meeting.

Resolved: that the proposed wording at section 4.1 – Flexible Working of the Employee Handbook 2025 is approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

- 25/03/S/13** To nominate a member to attend the next Council Team Meeting
Resolved: that subject to his agreement, that Cllr Davis attend the next Council Team Meeting and liaise with the Clerk to confirm the date and time with Cllr Glanville in reserve.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

- 25/03/S/14** **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.

Resolved: that 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

- 25/03/S/15** To receive and approve the Confidential Minutes of the Staffing Committee held on 6th February 2025.

The confidential minutes of the Staffing Committee meeting held on 6th February 2025 were circulated ahead of the meeting.

Resolved: that the confidential minutes of the Staffing Committee held on 6th February 2025 are approved

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

- 25/03/S/16** To consider the Confidential Minutes of the Staffing Committee held on 6th February 2025 and receive any reports on matters referred.

There were no matters referred.

- 25/03/S/17** To consider and make arrangements to review how Council Employee overtime and TOIL are processed, recorded and approved and make appropriate recommendations.

The Clerk briefed the committee on the existing process for approving, recording and processing overtime and TOIL and a discussion took place.

The committee were content that the existing process in place was effectively managed, and employees were being correctly compensated for additional hours worked.

E. Glanville

25/03/S/18 To receive a report from the Clerk and consider a request following the Council employee Annual Appraisals completed in February 2025 and make appropriate recommendations / resolutions.

The Clerk provided a report and appropriate resolutions were made.

Resolved: that the Clerks report is noted

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

25/03/S/19 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.

Resolved: that the Clerks report is noted.

Proposed: Cllr. E. Glanville

Seconded: Cllr. R. Drew

25/03/S/20 Staffing matters.

The Clerk provided an update on staffing matters.

Meeting closed at 8.30pm

E. Glanville