



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 Extraordinary Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Tuesday 15th April 2025 at 10:30am.

Minutes

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

Also Present: Andrew Moyle-Browning (Clerk).

25/04/S/01 Welcome and safety procedures.

25/04/S/02 To receive apologies for non-attendance.

Cllr. M. Moyle.

25/04/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.

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

There were no written requests for dispensations received.

**25/04/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.

25/04/S/06 To receive and approve the minutes of the Staffing Committee held on 6th March 2025.

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

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

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

- 25/04/S/07** To consider the minutes of the Staffing Committee held on 6th March 2025 and receive any reports on matters referred.

There were no matters referred.

- 25/04/S/08** To receive and review the Lone Worker Policy with proposed amendments and make appropriate recommendations.

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

Resolved to recommend: that the Lone Worker Policy is approved as amended.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Davis

- 25/04/S/09** To receive and review the Grievance Policy with proposed amendments and make appropriate recommendations.

The Grievance Policy with proposed amendments was circulated ahead of the meeting and the Clerk briefed the meeting on additional proposed changes that had been received and the initial review conducted by the Council's HR Advisors, Worknest.

The Clerk took the meeting through the proposed amendments in the policy and the committee reviewed and considered the proposed changes.

When discussing issues that may cause grievances, the meeting discussed the use of the term 'Unlawful' before the use of the word Discrimination and it was expressed that the term Unlawful should remain. The Clerk briefed the Council on a response from Worknest on the matter and advised that the term should be removed. The meeting expressed that the policy, taken as a whole, did not limit reasons for which grievances could be raised.

Resolved to recommend: that the word 'unlawful' on page 2 under Introduction before the word discrimination remains.

Proposed: Cllr. S. Dale

Seconded: Cllr. R. Drew

Resolved to recommend: that the following words '(but not limited to)' are added to the end of 'issues that may cause grievances' under Introduction on page 2.

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

Resolved to recommend: that the word 'data' is added before the words 'retention policy' on page 2 and that under section 7, the days are aligned with Section 8 to read 'ten working days.' In addition, the following wording to be added to section 8. Line 5 to read 'this should be done as soon as possible, and other than in exceptional circumstances within 10 Working Days of the alleged incident or event'.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Davis

Resolved to recommend: the words 'sub-committee' at the bottom of Page 5 and on Page 11 are replaced with the word 'panel'.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Davis

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

Proposed: Cllr. E. Glanville

Seconded: Cllr. R. Drew

E. Glanville

25/04/S/10 **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

25/04/S/11 **To receive and approve the Confidential Minutes of the Staffing Committee held on 6th March 2025 and receive any reports on matters referred.**

The Clerk briefed the committee on matters referred.

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

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

25/04/S/12 **To receive a report on Council employee training and make appropriate recommendations / resolutions.**

The Clerk provided a report on employee training.

Resolved: that the Clerks report on employee training for 2024-2025 is noted.

Proposed: Cllr. E. Glanville

Seconded: Cllr. R. Drew

25/04/S/13 **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

25/04/S/14 **To receive a report on the Clerks Appraisal and consider a request and make appropriate recommendations / resolutions**

A report was provided and appropriate resolutions were made.

Resolved: that the report on the Clerks Annual Appraisal is noted.

Proposed: Cllr. M. Davis

Seconded: Cllr. S. Dale

25/04/S/15 **Staffing matters.**

The Clerk provided an update on staffing matters and appropriate recommendations and resolutions were made.

Cllr Davis briefed the meeting that he had attended the recent Team Meeting on 9th April and praised the topics covered and explained that he had thanked the Council team on behalf of the Council for all their hard work.

Meeting closed at 12:02pm

E. Glanville