



Mr. Andrew Moyle-Browning (Clerk to the Council)
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Minutes of the Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 5th February 2025 at 7.00pm.

Minutes

Present: Councillors E. Glanville (Chairman), M. Rainbird (Vice-Chairman) S. Dale, R. Drew, D. Cooper and J. Poxon.

Also Present: Andrew Moyle-Browning (Clerk).

26/02/S/01 Welcome and safety procedures.

Cllr Glanville welcomed the meeting and explained the safety procedures.

26/02/S/02 To receive apologies for non-attendance.

There were no apologies received.

26/02/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.

26/02/S/04 To consider written request(s) for dispensations.

There were no written requests for dispensations received.

26/02/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.

26/02/S/06 To receive and approve the minutes of the Extraordinary Staffing Committee meeting held on 27th November 2025 and receive a report on any matters referred.

The minutes of the Extraordinary Staffing Committee meeting held on 27th November 2025 were circulated ahead of the meeting.

Resolved: that the minutes of the Extraordinary Staffing Committee meeting held on 27th November 2025 are approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. J. Poxon

26/02/S/07 To receive and approve the minutes of the Extraordinary Staffing Committee meeting held on 4th December 2025 and receive a report on any matters referred.

The minutes of the Extraordinary Staffing Committee meeting held on 4th December 2025 were circulated ahead of the meeting. There were no matters referred.

Resolved: that the minutes of the Extraordinary Staffing Committee meeting held on 4th December 2025 are approved.

Proposed: Cllr. D. Cooper

Seconded: Cllr. M. Rainbird

26/02/S/08 To receive an update on the proposed Council Employee and Councillor development day and make appropriate resolutions.

The Clerk provided a verbal report on Parish Councils that have been contacted who were interested in exploring a development day and the committee discussed objectives / leaning outcomes for the day.

The meeting agreed that committee members would submit ideas on topics and activities to be considered as key objectives that might be achieved on the development day / half day for Councillors and / or Parish team and submit these to the Clerk to collate by 28th February 2026.

The Clerk to circulate the collated ideas to all Councillors and invite feedback and other suggestions for the day / half day and report back to the Staffing Committee to consider and agree the format for the day.

26/02/S/09 To make arrangements for the review of the Councils Policies relating to employees as outlined in the Committees Terms of Reference and make appropriate resolutions.

The Clerk briefed the committee on the policies that were to be reviewed and options to consider.

The meeting agreed that the Clerk contact the Council's HR consultants, Worknest, and ask for an annual review to be undertaken. The Clerk to report back to the Staffing committee with any recommendations for amendments to the policies for consideration following the review.

The meeting also agreed that the Clerk ask Worknest for clarification on the following:

- that there are no omissions of legislation from the Councils existing policies
- the existing policies do not conflict with each other
- any recommendations for additional policies that should be in place.
- Can any of the Council's policies relating to employees be amalgamated

26/02/S/10 To nominate a member to attend the next Council Team Meeting in February 2026.

Resolved: that Cllr Cooper Attend the next Council Team Meeting on behalf of the Committee in line with the Terms of Reference. The Clerk to liaise with Cllr Cooper to agree a date for the meeting.

Proposed: Cllr. R. Drew **Seconded:** Cllr. M. Rainbird

26/02/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.

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. J. Poxon

26/02/S/12 To receive and approve the Confidential Minutes of the Extraordinary Staffing Committee meeting held on 27th November 2025 and receive a report on any matters referred.

The Confidential minutes of the Extraordinary Staffing Committee meeting held on 27th November 2025 were circulated ahead of the meeting.

Resolved: that the Confidential Minutes of the Extraordinary Staffing Committee meeting held on 27th November 2025 are approved.

Proposed: Cllr. R. Drew **Seconded:** Cllr. M. Rainbird

The Clerk left the meeting before the next item.

26/02/S/13 To receive and approve the Confidential Minutes of the Extraordinary Staffing Committee meeting held on 4th December 2025 and receive a report on any matters referred.

The Confidential minutes of the Extraordinary Staffing Committee meeting held on 4th December 2025 were tabled at the meeting.

The Chairman provided a verbal report on matters referred.

Resolved: that the Confidential Minutes of the Extraordinary Staffing Committee meeting held on 4th December 2025 are approved.

Proposed: Cllr. R. Drew **Seconded:** Cllr. S. Dale

The Clerk returned to the meeting.

26/02/S/14 To receive and update and consider the definition of Employee Welfare Checks as outlined in the Committees Terms of Reference and make appropriate recommendations on any proposed amendments.

The Chairman provided a verbal report on her recent review of the existing Employee Welfare checks and a discussion took place.

Resolved: that the existing definition of the Quarterly Welfare checks for Council employees is satisfactory as per the Terms of Reference and a member of the committee to be nominated to conduct the quarterly checks at an appropriate meeting.

Proposed: Cllr. M. Rainbird **Seconded:** Cllr. J. Poxon

Resolved: that Cllr Glanville conduct the quarterly welfare check in March 2026 and liaise with the Clerk to agree a date.

Proposed: Cllr. D. Cooper

Seconded: Cllr. S. Dale

26/02/S/15 To receive an update on the Council Employees Job Description consultation and make appropriate resolutions.

A report on the Employee Job Descriptions consultation was circulated ahead of the meeting and appropriate resolutions were made.

26/02/S/16 To make arrangements for the Clerks Appraisal and make appropriate resolutions.

Resolved: that Cllr Glanville and Cllr Drew conduct the Clerks Annual Appraisal in 2026 and make arrangements to complete the Annual Appraisal in liaison with the Clerk.

Proposed: Cllr. S. Dale

Seconded: Cllr. J. Poxon

26/02/S/17 To receive the Clerks report and make appropriate recommendations / resolutions.

The Clerk's report was tabled at the meeting and supporting documentation was circulated ahead of the meeting.

The Clerk briefed the meeting on the report provided and Committee members were invited to ask questions,

Resolved: that the Clerks report for February 2026 is noted.

Proposed: Cllr. E. Glanville

Seconded: Cllr. S. Dale

26/02/S/18 Staffing matters.

The Clerk left and returned to the meeting during discussion.

The Clerk briefed the committee on Staffing matters and appropriate recommendations and resolutions were made.

Meeting closed at 8:57pm