



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

Minutes of the Extraordinary Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 31st March 2026 at 7.00pm.

Minutes

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

Also Present: Andrew Moyle-Browning (Clerk).

26/03/ES2/01 Welcome and safety procedures.

Cllr Glanville welcomed the meeting and explained the safety procedures.

26/03/ES2/02 To receive apologies for non-attendance.

Cllr. S. Dale and Cllr J. Poxon

26/03/ES2/03 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.

26/03/ES2/04 To consider written request(s) for dispensations.

There were no written requests for dispensations received.

**26/03/ES2/05 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.

26/03/ES2/06 To receive and approve the minutes of the Extraordinary Staffing Committee meeting held on 5th March 2026 and receive a report on any matters referred.

The minutes of the Extraordinary Staffing Committee meeting held on 5th March 2026 were circulated ahead of the meeting.

Resolved: that the minutes of the Extraordinary Staffing Committee meeting held on 5th March 2026 are approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Rainbird

26/03/ES2/07 To receive an update on the proposed Council Employee and Councillor Development Day.

The Clerk provided an update on discussions that were taking place with Treverbyn Parish Council and proposed format for the day.

26/03/ES2/08 To make arrangements for the review of the Council's policies relating to employees as outlined in the Committees Terms of Reference following the Annual Worknest review.

The Clerk provided a verbal report that the policies were currently being reviewed by Worknest and proposed that arrangements be made for a working party to review the policies when they have been returned with a view to making any recommendations to the Staffing Committee for any amendments.

Resolved: that a working party be set up with terms of reference to review the Council's policies relating to employees following the annual WorkNest review and make recommendations to the staffing committee. The working party is open to all committee members to attend and the Clerk to make arrangements for the meeting and agree a date.

Proposed: Cllr. E. Glanville

Seconded: Cllr. D. Cooper

26/03/ES2/09 To nominate a member to attend the next Council Team Meeting in May 2026

Resolved: that Cllr Drew attend the next Council Team Meeting in May 2026. The Clerk to liaise with Cllr Drew to agree a date and time for the meeting.

Proposed: Cllr. E. Glanville

Seconded: Cllr. M. Rainbird

26/03/ES2/10 To nominate a member to complete the quarterly employee welfare checks in June 2026.

Resolved: that Cllr Rainbird Complete the quarterly employee welfare checks in June 2026 and to liaise with the Clerk to arrange a date and time.

Proposed: Cllr. R. Drew

Seconded: Cllr. D. Cooper

26/03/ES2/11 To receive and review the Staffing Committee Terms of Reference and make recommendations for any amendments ahead of the Annual Meeting on 14th May 2026.

A copy of the Committee's Terms of Reference with proposed amendments were circulated ahead of the meeting.

Resolved to recommend: that the Staffing Committee Terms of Reference as amended for 2026 be approved at the Annual Meeting to be held on the 14th May 2026.

Resolved:

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Rainbird

26/03/ES2/12 To receive the Guide to The Employment Rights Act 2025, and the Guide to April 2026 Employment Law Changes and consider appropriate actions required to comply with the upcoming changes to legislation.

The meeting agreed to note the documents provided and agreed that as the Council's Policies and Procedures were currently being reviewed by Worknest, that they would wait to receive a report from Worknest on changes required.

The committee agreed that the Clerk circulate the email from Worknest regarding the 6th April 2026 changes to legislation for the Council's employees' information

26/03/ES2/13 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. M. Rainbird

26/03/ES2/14 To receive and approve the Confidential Minutes of the Extraordinary Staffing Committee meeting held on 5th March 2026 and receive a report on any matters referred.

The Confidential minutes of the Extraordinary Staffing Committee meeting held on 5th March 2026 were circulated ahead of the meeting.

Resolved: that the Confidential Minutes of the Extraordinary Staffing Committee meeting held on 5th March 2026 are approved.

Proposed: Cllr. M. Rainbird **Seconded:** Cllr. D. Cooper

26/03/ES2/15 To receive an update on the Council Employees Job Description consultation and make appropriate resolutions.

Documentation was circulated ahead of the meeting, and the Chairman took the meeting through the report provided.

The meeting considered and discussed the report provided and made appropriate resolutions.

26/03/ES2/16 To receive the Clerks report and make appropriate recommendations / resolutions.

The Clerk's report and supporting documents were circulated ahead of the meeting and the committee members were invited to ask questions.

Resolved: that the Clerks report to March 15th 2026 is noted.

Proposed: Cllr. E. Glanville **Seconded:** Cllr. M. Rainbird

26/03/ES2/17 Staffing matters.

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

Meeting closed at 8.58pm