

# Minutes from the STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL on Monday 15<sup>th</sup> June 2026, to be held at Portreath Community Hub, 6:45pm

## Councillors:

Mrs S. Nash, Mr. I. Stewart, Ms. J. Parker and Mr. D Crabtree  
0 Members of the Public  
Lucy Jose - Clerk to the Council  
Julia Pascoe - Parish Council Support Officer

## Abbreviations:

CC	Cornwall Council
PPC	Portreath Parish Council
NKEP	North Kerrier & East Penwith Community Area
MVRG	Mining Villages Regeneration Group
CAP	Community Area Partnerships
NDP	Neighbourhood Development Plan
CALC	Cornwall Association of Local Councils
CAWG	Climate Action Working Group
TOR	Terms of Reference

### **26346 To Appoint a Chairman for the Staffing Committee for the year 26/27**

Cllr. Crabtree nominated Cllr. Nash be appointed Chairman of the Staffing Committee for the year 2026/2027. This was seconded by Cllr Stewart and carried unanimously.

### **26347 To Appoint a Vice Chairman for the Staffing Committee for the year 26/27**

Cllr. Stewart nominated Cllr. Crabtree be appointed Vice Chairman of the Staffing Committee for the year 2026/2027. This was seconded by Cllr Nash and carried unanimously.

### **26348 To approve the minutes from the Staffing Committee Meeting held on the 29th January 2026**

Councillors unanimously **RESOLVED** the minutes for the meeting held on the 29<sup>th</sup> January 2026 be signed as constituting an accurate record of proceedings.

### **26349 Chairman's Welcome**

The Chairman welcomed everyone to the meeting and explained the safety procedures.

### **26350 To Receive Apologies**

The meeting noted apologies from Cllr. J Tull.

### **26351 Declaration of Interests**

None.

### **26352 Public Participation Session, when members of the public may raise matters with Councillors**

None.

### **26353 To prepare a plan for the 2026 staff appraisal process, authorise any action and consider associated expenditure**

Staff appraisals would be carried out the week commencing 20<sup>th</sup> July or 3<sup>rd</sup> August. Cllr. Nash would confirm availability to the Clerk.

**26354 Review of the Council's Health & Safety Policy**

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

**26355 Review of the Council's Dignity at Work Policy**

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

**26366 Review of the Council's Disciplinary Policy**

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

**26367 Review of the Council's Grievance Policy**

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

**26368 Review of the Council's Training and Development Policy**

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

**26369 Review of the Council's Equality & Diversity Policy**

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

**26370 Review of the Council's DSE Policy**

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

**26371 Review of the Council's Sexual Harassment Policy**

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

**26372 Review of the Council's Lone Worker Policy**

Following a discussion the Clerk and Parish Council Support Officer would look at ways to improve the Lone Worker Procedures for the future and further Risk Assessments would be carried out.

Councillors reviewed the document and unanimously **RESOLVED** to make the changes recommended by the Clerk.

**26373 To consider a schedule of meeting for the year 26/27**

Councillors agreed the meeting schedule to be 14<sup>th</sup> September 2026, then to be arranged as required.

**26374 To agree the date of the next meeting, 14<sup>th</sup> September 2026**

The next meeting of the Staffing Committee would be 14<sup>th</sup> September 2026.

**26375 Close of Meeting**

The Chairman thanked everyone for their attendance and closed the meeting at 19.18.