

**Minutes from the STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL on Monday 17th
June 2024, to be held at Mary's Church Hall, 7pm**



Councillors: Mrs. V. Webb, Mrs. S. Nash, Ms. J. Parker and Mr. I. Stewart.
Lucy Jose, Clerk to the Council

Abbreviations:

CC	Cornwall Council
PPC	Portreath Parish Council
CALC	Cornwall Association of Local Councils
CAWG	Climate Action Working Group
WAAF	Women's Auxiliary Air Force
TOR	Terms of Reference
NALC	National Association of Local Councils
DSE	Display Screen Equipment
Cllr.	Councillor
RFO	Responsible Financial Officer

24162 To Appoint a Chairman for the Staffing Committee for the year 24/25

Cllr. Stewart proposed Cllr. Webb as Chairman of the staffing committee. This was seconded by Cllr. Nash, put to the meeting and carried unanimously.

24163 To Appoint a Vice Chairman for the Staffing Committee for the year 24/25

Cllr. Webb proposed Cllr. Nash as Vice- Chairman of the staffing committee. This was seconded by Cllr. Stewart put to the meeting and carried unanimously.

24164 Chairman's Welcome

The Chairman welcomed those present to the meeting and explained procedures for the meeting.

The meeting approved the minutes of the meeting held on the 25th March 2024 as an accurate record of the proceedings.

24165 To Receive Apologies

The meeting noted the apologies of Cllr. Tull.

24166 Declaration of Interests

None

24167 Public Participation Session, when members of the public may raise matters with Councillors

None

24168 To prepare a plan for the 2024 staff appraisal process, authorise any action and consider associated expenditure

The meeting agreed a schedule for staff appraisal for the year 2024.

The meeting agreed to continue to use the current appraisal format. The Chairman and Vice Chairman agreed to host the appraisals.

24169 Review of the Council's Health & Safety Policy

The Clerk advised that there was still work required on the H&S policy and supporting documentation and approving the review of this policy should be deferred.

24170 Review of the Council's Dignity at Work Policy

The Staffing Committee reviewed the dignity at work policy and **AGREED** that there were no changes required.

24171 Review of the Council's Disciplinary Policy

The Staffing Committee reviewed the disciplinary policy and **AGREED** minor changes to the policy including updating of links, adding review pages and removal of unnecessary references to paragraphs.

24172 Review of the Council's Grievance Policy

The Staffing Committee reviewed the grievance Policy and **AGREED** minor changes to the policy including updating of links, adding review pages and removal of unnecessary references to paragraphs.

24173 Review of the Council's Training and Development Policy

The Staffing Committee reviewed the training and development Policy and Register and **AGREED** to the recommendations advised by the Clerk and revisions to the frequency of Councillor training requirements.

24174 Review of the Council's Equality & Diversity Policy

The Staffing Committee reviewed the equality and diversity policy and **AGREED** that there were no changes required.

24175 Review of the Council's DSE Policy

The Staffing Committee reviewed the DSE Policy and Register and **AGREED** to the recommendations advised by the Clerk.

24176 To consider recommending an amendment of the TOR to the full council

The Staffing Committee noted the recommendation of the Clerk and **AGREED** to pass these recommendations to the full Council

24179 To consider a schedule of meeting for the year 24/25

Councillors discussed the potential need for frequent meeting towards the end of the year and agreed the following schedule, commenting that the meeting would be held only if required.

17th June 2024

16th September 2024

21st October 2024

18th November 2024

16th December 2024

20th January 2025

17th Feb 2025

24180 Staffing and recruitment

The meeting discussed the councils' requirements for staffing the new office and community hub.

In regard to accessibility and opening times the meeting concurred that the application for the CLUP grant needed to be considered when establishing the requirements of the new office and community hub.

The meeting acknowledged the need for employing an additional member of staff to assist the Clerk.

The meeting discussed at length how a new member of staff would work for the council and how it would fit with the new office and community hub.

Discussion moved to current staff working patterns and The Chairman shared with the meeting a presentation they had prepared examining the Clerk's hours, Clerks Holiday & HR

[Chairman's Observations of Staffing](#)

The meeting discussed at length the Clerks working patterns. The Clerk explained that they do not work routine hours as the workload is varied throughout the month and the year. The Clerk explained that in a 'normal' Clerks year peak period were:

April and May: Audit, Annual Council Meeting and Annual Parish Meeting, Annual Report

June, September, December, March – Budget reviews

October, November, Early December – Budget & Precept Setting

July, September, October & Early November - Remembrance Service Preparations

Where significantly more hours were worked, balanced with reduced working hours in the quieter month, January, February, March, July and August.

The meeting discussed the additional hours the Clerk accrues, the Clerk exemplified recent instances where working additional hours was essential to the running of the council.

The Chairman introduced the idea of employing a consultant to manage HR on behalf of the council. The meeting noted that there was no budget for this and Cllr. Nash offered to produce a staff handbook for the council.

The meeting concurred that there was a significant amount of work that was required and agreed to conduct some working group meetings of the committee to enable decisions to be made at the next staffing committee meeting.

The meeting noted that the priority was to consider the staffing levels needed for the new office and concurred that they would need to work with the Office and Community Hub working group to fully establish this.

The meeting concurred that establishing the staffing need should follow. The meeting agreed to start making lists of possible requirements for staffing parish office and community hub and role of the new staff member, ready for staffing committee working group meetings.

Cllr Stewart outlined the timeline for budgeting for 2025/2026 and indicated that the decision on recruitment needed to be made in time to tie in with the budgeting process for the year 25/26 which would be at the very latest agreed at the meeting scheduled for the 18th November, however ideally before the end of October.

24181 To agree the date of the next meeting, 16th September 2024

Councillors agreed that date of the next meeting be Monday 16th September 2024, 6:30pm.

24182 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20:50.

16th September 2024

Cllr. S. Nash