

**Minutes for the STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL
on Monday 23rd September 2024, at Mary's Church Hall, from 6:45pm**



Councillors: Chairman Mr. S Goodwin, Mr. I. Stewart (until point indicated), Ms. J. Parker & Mr. J. Tull
Lucy Jose, Clerk to the Council

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
HOT	Heads of Terms
CIL	Community Infrastructure Levy
CLUP	Community Levelling Up Program
TOR	Terms of Reference

24221 To Appoint a Chairman for the Staffing Committee for the year 24/25

The Clerk asked for nominations for Chairman for the Staffing Committee for the year 24/25.
The Clerk confirmed that Cllr. Nash was willing to be voted Chairman.
Cllr. Goodwin proposed Cllr. Nash as Chairman of the staffing committee. This was seconded by Cllr. Stewart, put to the meeting and carried unanimously.

24222 To Appoint a Vice Chairman for the Staffing Committee for the year 24/25

Cllr. Goodwin proposed Cllr. Stewart as Vice- Chairman of the staffing committee. This was seconded by
In the absence of Cllr Nash, Cllr. Stewart took on the role of chairman of the meeting.

24223 Chairman's Welcome

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

24224 To confirm the minutes of the meeting held on Thursday 17th June 2024

Councillors unanimously **RESOLVED** the minutes for the meeting held on 17th June 2024 be signed as constituting an accurate record of proceedings.

24225 To Receive Apologies

The meeting noted apologies for Cllr. Nash.

24226 Declaration of Interests

None

24227 Public Participation Session, when members of the public may raise matters with Councillors

None

24228 To consider and adopt Staff Recruitment and selection policy and procedure, authorise any action and consider associated expenditure

Members of the staffing committee unanimously **RESOLVED** to adopt the Staff Recruitment and selection policy and procedure

24229 To consider and adopt Recruitment Privacy Statement, authorise any action and consider associated expenditure

Members of the staffing committee unanimously **RESOLVED** to adopt the Recruitment Privacy Statement.

24230 To consider and adopt Recruiting Safeguarding Statement, authorise any action and consider associated expenditure

Members of the staffing committee unanimously **RESOLVED** to adopt the Recruiting Safeguarding Statement.

- 24231 To agree the need to expand the staffing for the parish council,** authorise any action and consider associated expenditure
Members of the staffing committee unanimously agreed the need to expand the staffing for the parish council.
- 24232 To agree a preferred option for parish council staffing levels,** authorise any action and consider associated expenditure
Councillors considered the option for parish council staffing levels laid out in the staffing levels and office hours proposal.
Members of the staffing committee unanimously **RESOLVED** that option 1 was the preferred option for staffing the council.
- 24233 To agree the job title for the new role within the parish council,** authorise any action and consider associated expenditure
Members of the staffing committee unanimously **RESOLVED** job title for the new role within the parish council be Assistant to the Clerk.
- 24234 To agree a job description for the new role within the parish council,** authorise any action and consider associated expenditure
Members of the staffing committee unanimously **RESOLVED** to approve the job description for the new role within the parish council, making minor changes to the draft presented by the Clerk to correct typographical errors and update the job title and include flexible working hours.
- 24235 To agree the person specification for the new role within the parish council,** authorise any action and consider associated expenditure
Members of the staffing committee unanimously **RESOLVED** to approve person specification for the new role within the parish council.
- 24236 To agree the pay scale for the new role within the parish council,** authorise any action and consider associated expenditure
Members of the staffing committee unanimously **RESOLVED** to approve the pay scale (LC1, SCP 5-6) for the new role within the parish council,
- 24237 To approve the advertising of the newly created role within the parish council,** authorise any action and consider associated expenditure
Members of the staffing committee unanimously **RESOLVED** to approve the advertising of the newly created role within the parish council.
- 24238 To agree a time scale for recruitment of new member of staff,** authorise any action and consider associated expenditure
Members of the staffing committee unanimously **RESOLVED** to agree the time scale for the recruitment of new member of staff.

Confirm the need for additional staffing	23/09/24
Confirm Office Staffing Options	23/09/24
Confirm Job Title, Job Description and Personal Specification	23/09/24
Confirm	23/09/24
Prepare Application Pack	w/c 23/09/24
Advertise Vacancy	w/c 29/09/24
Meet the Council - Opportunity	07/10/24
Closing Date	w/c 31/10/24
Shortlisting	w/c 03/11/24
Interviews	18/11/24

Offer date	w/c 18/11/24
Pre employment Checks	w/c 18/11/24
Start date	w/c 06/01/25

Cllr Stewart left the meeting. Members of the staffing committee **RESOLVED** that Cllr. Goodwin would chair the remainder of the meeting.

24239 To note the impact of the employment of additional staff on the SCP of the Clerk, authorise any action and consider associated expenditure

Members of the staffing committee noted the impact of the employment of additional staff on the SCP of the Clerk and agreed to ensure that the impact was considered fully when setting the 25/26 budget.

24240 To agree the date of the next meeting, as required

Members of the staffing committee agreed that the next meeting of the committee would be on the 18th November 2024 and that should a any working group meetings of committee meetings be required they be scheduled as necessary.

24241 Close of Meeting

Cllr Goodwin thanked everyone for their attendance and participation and closed the meeting at 19:35.

18th November 2024

Cllr. S. Nash