

Minutes for the STAFFING COMMITTEE of PORTREATH PARISH COUNCIL
Held on Monday 16th June 2025, at St. Mary's Church Hall, from 7:15pm



Councillors: Mrs S. Nash, Mr. I. Stewart and Mrs J. Parker
Lucy Jose, Clerk to the Council
Emma James, Assistant to the Clerk

Abbreviations:

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

25155 To Appoint a Chairman for the Staffing Committee for the year 25/26

Cllr Stewart nominated Cllr Nash be appointed Chairman of the Staffing Committee for the year 2025/2026. This was seconded by Cllr Parker and carried unanimously.

25156 To Appoint a Vice Chairman of the Staffing Committee for the year 25/26

Cllr Nash nominated Cllr Stewart be appointed Vice Chairman of the Staffing Committee for the year 2025/2026. This was seconded by Cllr Parker and carried unanimously.

25157 To confirm the minutes of the Staffing Committee meeting held on the 18th November 2025

Councillors unanimously **RESOLVED** the minutes for the meeting held on the 18th November 2025 be signed as constituting an accurate record of proceedings.

25158 Chairmans Welcome

The Chairman welcomed everyone to the meeting and explained the safety procedures. She noted the year had gone well and the Parish Council had employed extra staff. The process had gone well.

25159 To Receive Apologies

The meeting noted apologies from Cllr J. Tull.

25160 Declaration of Interests

There were no interests declared.

25161 Public Participation Session, when members of the public may raise matters with Councillors, (limited to 3 minutes per speaker with a maximum of 15 minutes in total)

There were no members of the public present.

25162 To prepare a plan for the 2025 staff appraisal process, authorise any action and consider associated expenditure

Following a discussion councillors agreed appraisals and 6-month reviews would be carried out in July 2025.

25163 Review of the Council's Health and Safety Policy

Members of Portreath Parish Council unanimously **RESOLVED** to make the following amendments to the Council's Health and Safety Policy:

- Add Review Section
- Remove unnecessary footer for all pages
- Formatted to bring in line with other council policies

- Remove unnecessary signature/review space on page 1
- Update section 3.2 to include: Any accidents should be reported to the Staffing Committee. The Staffing Committee will review all accidents and make any necessary changes to reduce this type of accident from reoccurring. If deemed necessary, the accident may also be discussed at a Full Council meeting.
- Update section 3.6, bring inline with current regulations
- Update section 3.9 – add, All employees complete a DSE Risk Assessment annually
- Update section 3.10 reword whole paragraph
- Update section 3.11 removed table for accessibility, updated list to reference the new office and community hub, removed reference to former public toilets

25164 Review of the Council's Dignity at Work Policy

Councillors unanimously **RESOLVED** to make no changes to the Council's Dignity at Work Policy.

25165 Review of the Council's Disciplinary Policy

Members of Portreath Parish Council unanimously **RESOLVED** to make no changes to the Council's Disciplinary Policy.

25166 Review of the Council's Grievance Policy

Councillors unanimously **RESOLVED** to make no changes to the Council's Grievance Policy.

25167 Review of the Council's Training and Development Policy

Councillors unanimously **RESOLVED** to make no changes to the Council's Training and Development Policy.

25168 Review of the Council's Equality and Diversity Policy

Members of Portreath Parish Council unanimously **RESOLVED** to make no changes to the Council's Equality and Diversity Policy.

25169 Review of the Council's DSE Policy

Councillors unanimously **RESOLVED** to make the following changes to the Council's DSE Policy:

- Added link to 'Working from Home DSE'
- Removed Employee Declaration sheet from policy (this is covered through training and risk assessment)

25170 To adopt the draft Sexual Harassment Policy

Councillor unanimously **RESOLVED** to adopt the Sexual Harassment Policy.

25170 To adopt the draft Lone Worker Policy

Members of Portreath Parish Council unanimously **RESOLVED** to adopt the Lone Worker Policy.

25171 To consider a schedule of meetings for the year 25/26

The next meeting would be the 15th September 2025.

Further meetings would be scheduled as required.

25172 To agree the date of the next meeting, 15th September 2025

The meeting agreed the date of the next meeting be Monday 15th September 2025, 6:30pm

25173 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 19:38.

20th October 2025

Cllr. S. Nash