

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held at the Council Office, Unit 2, Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 31st October 2018 at 7.00 pm.

PRESENT: Councillors Williams (Chairman), Ekinsmyth, Holmes (not a member of this Committee), Pollock and Szoka

IN ATTENDANCE: Ms S Willsher (Clerk)

SC18/10/1 CHAIRMAN'S WELCOME AND APOLOGIES

Apologies were received from Cllr Mrs Ferrett.

There were no members absent.

SC18/10/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY

The Clerk declared an interest in her terms and conditions.

SC18/10/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

SC18/10/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 10th JULY 2018 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Ekinsmyth, seconded by Cllr Szoka and

SC18/10/4.2 RESOLVED: to receive and approve the draft minutes of the meeting of the Staffing Committee meeting held on the 10th July 2018 and the Chairman to sign them.

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Szoka and

SC18/10/4.3 RESOLVED: to receive and approve the confidential minutes of the meeting of the Staffing Committee meeting held on the 10th July 2018 and the Chairman to sign them.

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

SC18/10/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC18/10/6 TO RECEIVE INFORMATION FROM THE GOVERNANCE REVIEW COMMITTEE ON THE DEFINITION OF SHORT AND LONG-TERM ABSENCE AND AGREE ANY FUTURE ACTIONS

The Clerk reported that she had contacted South West Council and enquired if there was a legal definition of short and long term in employment law. South West Councils had responded that there wasn't a cast iron definition, but employers commonly defined long-term sickness absence as lasting 28 or more calendar days.

SC18/10/7 THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

It was proposed by Cllr Williams, seconded by Cllr Miss Pollock and

SC18/10/7.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public are excluded due to the confidential nature of the business to be discussed.

On a vote being taken the matter was approved unanimously.

SC18/10/8 TO RECEIVE A REPORT ON THE CLERK'S ANNUAL APPRAISAL, REVIEW THE CLERK'S TERMS AND CONDITIONS AND APPROVE ANY AMENDMENTS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Szoka, seconded by Cllr Miss Pollock and

SC18/10/8.2 RESOLVED: that the Clerk's Annual Appraisal is received and the terms and conditions have been reviewed.

On a vote being taken the matter was approved unanimously.

SC18/10/9 TO RECEIVE A REPORT ON THE ADMINISTRATION ASSISTANT'S ANNUAL APPRAISAL, REVIEW THE ADMINISTRATION ASSISTANT'S TERMS AND CONDITIONS AND APPROVE ANY AMENDMENTS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ekinsmyth, seconded by Cllr Szoka and

SC18/10/9.2 RESOLVED: that the Administration Assistant's Annual Appraisal is received and the terms and conditions have been reviewed.

On a vote being taken the matter was approved unanimously.

SC18/10/10 TO RECEIVE QUOTES FOR PROJECT MANAGEMENT AND GROUNDS MAINTENANCE TRAINING, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ekinsmyth, seconded by Cllr Szoka and

SC18/10/10.2 RESOLVED: that no action is required at this time on project management and grounds maintenance training and that decisions on training will be taken as and when required.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 9.11pm.

Signed:

Date: