

Minutes of the Staffing Committee Meeting held at the Council Office, Unit 2, Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Monday 22<sup>nd</sup> July 2019 at 7.00 pm.

PRESENT: Councillors Ekinsmyth, Mrs Ferrett, Miss Pollock, Mrs Share and Williams

IN ATTENDANCE: Mrs J Curtis, Administration Assistant

**SC19/07/1 TO ELECT A CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2019/2020**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Ekinsmyth and

**SC19/07/1.2 RESOLVED that Cllr Williams was elected Chairman of the Staffing Committee for the Municipal Year 2019/2020**

On a vote being taken the matter was unanimously approved

**SC19/07/2 TO APPOINT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2019/2020**

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

**SC19/07/2.2 RESOLVED that Cllr Mrs Ferrett was appointed Vice Chairman of the Staffing Committee for the Municipal Year 2019/2020**

On a vote being taken the matter was unanimously approved

**SC19/07/3 CHAIRMAN'S WELCOME AND APOLOGIES**

Apologies were received from Cllr Szoka

There were no members absent.

**SC19/07/4 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**

There were no interests declared.

**SC19/07/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications for dispensations.

**SC19/07/6 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 10<sup>TH</sup> APRIL 2019 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Ekinsmyth and

**SC16/04/6.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 10<sup>th</sup> April and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

**SC19/07/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**SC19/07/8 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 Mrs Ferrett, seconded by Cllr Ekinsmyth and

**SC19/07/8.2 RESOLVED that 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.**

On a vote being taken the matter was unanimously approved.

**SC19/07/9 TO RECEIVE A LETTER FROM THE CLERK**

The Chairman confirmed receipt of the letter from the Clerk.

**SC19/07/10 TO RECEIVE MATERNITY INFORMATION FROM SOUTH WEST COUNCILS INCLUDING THE GREEN BOOK AND AGREE ANY FUTURE ACTIONS**

Maternity information was received.

**SC19/07/11 TO CONSIDER THE HEALTH AND SAFETY IMPLICATIONS FOR THE CLERK, CONSIDER WHO WILL COMPLETE RISK ASSESSMENTS ETC., AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Williams, seconded by Cllr Mrs Ferrett and

**SC19/07/11.2 RESOLVED to recommend to Full Council that Cllr Mrs Share is co-opted onto the Staffing Committee to offer advice and liaise with the Governance Review Committee. Cllr Mrs Share would continue to undertake monthly Risk Assessments with the Clerk.**

On a vote being taken the matter was unanimously approved.

**SC19/07/12 TO CONSIDER THE MATERNITY, ADOPTION AND PATERNITY POLICY FROM SOUTH WEST COOUNCILS, CONSIDER ADOPTING THE POLICY AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Williams and

**SC19/07/12.2 RESOLVED** that the Maternity Leave Policy would be presented to the Governance Review Committee for their consideration. This Committee would work with the Governance Review Committee and Cllr Mrs Share would liaise between Committees.

On a vote being taken the matter was unanimously approved.

**SC19/07/13 TO AGREE WHO WILL LIAISE WITH SOUTH WEST CONCILS TO SEEK ADVICE AND GUIDANCE ON HR MATTERS AND AGREE ANY FUTURE ACTIONS**

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

**SC19/07/13.2 RESOLVED** that Cllrs Mrs Ferrett and Williams would liaise with South West Councils if there were any HR issues in the future.

On a vote being taken the matter was unanimously approved.

**SC19/07/14 TO CONSIDER ARRANGEMENTS FOR THE CLERK UNTIL SHE STARTS MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**SC19/07/14.2 RESOLVED** that a recommendation would be made to Full Council that Cllr Mrs Ferrett would be the Clerk's main point of contact in relation to confidential maternity issues. Cllr Mrs Thompson would be asked to stand in, in her absence. Cllr Mrs Share would provide support via the Governance Review Committee.

On a vote being taken the matter was unanimously approved.

**SC19/07/15 TO CONSIDER 'KEEP IN TOUCH' DAYS AND AGREE WHETHER THEY SHOULD BE LOOKED INTO FURTHER AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Williams, seconded by Cllr Ferrett and

**SC19/07/15.2 RESOLVED** that 'Keep In Touch' days would be offered to the Clerk. Further discussion would be deferred until nearer the time.

On a vote being taken the matter was unanimously approved.

**SC19/07/16 TO CONSIDER THE PROCESS FOR APPOINTING A LOCUM CLERK WHILST THE CLERK IS ON MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Williams, seconded by Cllr Mrs Ferrett and

**SC19/07/16.2 RESOLVED** that the Clerk would be asked to contact South West Councils to get further information around seeking a locum to cover her maternity leave. This would include information regarding contract/job description/advertising and qualifications. Cllrs Mrs Ferrett and Williams would meet with the Clerk in August to discuss advertising for her temporary replacement.

**The Administration Assistant would minute the Staffing meetings in the interim period.**

On a vote being taken the matter was unanimously approved.

**SC19/07/17 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

Consider how/when to advertise for a locum to cover the Clerk's maternity leave. Receive information from the Clerk following her contact with South West Councils regarding Maternity issues.

**SC19/07/18 TO SET DATE AND TIME OF THE NEXT MEETING**

Monday 2<sup>nd</sup> September 2019 at 11am at The Council Office

There being no further business the Chairman closed the meeting at

Signed: .....

Date: .....