

## ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held at the Council Office, Unit 2, Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Monday 19<sup>th</sup> August 2019 at 7.00 pm.

PRESENT: Councillors Williams (Chairman), Mrs Ferrett (Vice Chairman), Ekinsmyth, Holmes (not a member of this Committee), Miss Pollock, Mrs Share (not a member of this Committee) and Szoka

IN ATTENDANCE: Ms S Willsher (Clerk)

### **SC19/08/1 CHAIRMAN'S WELCOME AND APOLOGIES**

There were no apologies received; all members were present.

### **SC19/08/2 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**

There were no interests declared.

### **SC19/08/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

### **SC19/08/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 22<sup>ND</sup> JULY 2019 AND THE CHAIRMAN TO SIGN THEM**

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

**SC19/08/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 22<sup>nd</sup> July 2019 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

### **SC19/08/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**SC19/08/6 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**

It was proposed by Cllr Ekinsmyth, seconded by Cllr Williams and:

**SC19/08/6.2 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.

**SC19/08/7 TO RECEIVE ADVICE AND CORRESPONDENCE FROM SOUTH WEST COUNCILS AND CALC AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Williams, seconded by Cllr Szoka and:

**SC19/08/7.2 RESOLVED: to receive the advice and correspondence from South West Councils and CALC.**

On a vote being taken the matter was approved unanimously.

**SC19/08/8 TO RECEIVE A LETTER FROM THE CLERK AND AGREE A RESPONSE**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Miss Pollock and:

**SC19/08/8.2 RESOLVED: that the letter from the Clerk is received and that a letter is sent to the Clerk in response and to request that she completes forms 1 and 2 of the recently adopted Maternity Policy.**

On a vote being taken the matter was approved unanimously.

**SC19/08/9 TO RECEIVE AND APPROVE THE DRAFT COVERING LETTER FOR THE POST OF LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS**

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

**SC19/08/9.2 RESOLVED: to receive and approve the draft Covering letter for the post of Locum Clerk to cover maternity leave with the inclusion of the deadline for applications of Friday 13<sup>th</sup> September 2019 and that interviews will be held on Friday 4<sup>th</sup> October 2019.**

On a vote being taken the matter was approved unanimously.

**SC19/08/10 TO RECEIVE AND APPROVE THE DRAFT JOB DESCRIPTION FOR THE POST OF LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Miss Pollock and:

**SC19/08/10.2 RESOLVED: to receive and approve the draft Job Description for the post of Locum Clerk to cover maternity leave.**

On a vote being taken the matter was approved unanimously.

**SC19/08/11 TO RECEIVE AND APPROVE THE DRAFT PERSON SPECIFICATION FOR THE POST OF LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS**

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

**SC19/08/11.2 RESOLVED: that the draft Person Specification for the post of Locum Clerk to cover maternity leave is received and approved with the agreed amendments.**

On a vote being taken the matter was approved unanimously.

**SC19/08/12 TO RECEIVE AND APPROVE THE DRAFT INFORMATION ABOUT THE ORGANISATION FOR THE POST OF LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS**

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

**SC19/08/12.2 RESOLVED: that the draft Information about the organisation for the post of Locum Clerk to cover maternity leave is received and approved with the agreed amendments.**

On a vote being taken the matter was approved unanimously.

**SC19/08/13 TO RECEIVE AND APPROVE THE DRAFT JOB APPLICATION FORM, AGREE THE APPLICATION PROCESS AND ANY FUTURE ACTIONS**

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

**SC19/08/13.2 RESOLVED: that the draft Job Application Form is received and approved.**

On a vote being taken the matter was approved unanimously.

**SC19/08/14 TO AGREE KEY DATES FOR THE POST OF LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Share, seconded by Cllr Ekinsmyth and:

**SC19/08/14.2 RESOLVED: that the key dates for the post of Locum Clerk to cover maternity leave were agreed.**

On a vote being taken the matter was approved unanimously.

**SC19/08/15 TO AGREE THE INTERVIEW PROCEDURE INCLUDING WHO WILL INTERVIEW APPLICANTS ETC AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Williams, seconded by Cllr Ekinsmyth and:

**SC19/08/15.2 RESOLVED: that the Shortlisting Form, Interview Assessment Form and persons from the Council to complete the interviews were agreed.**

On a vote being taken the matter was approved unanimously.

**SC19/08/16 TO RECEIVE AND APPROVE THE DRAFT ADVERT FOR THE POST OF LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS**

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

**SC19/08/16.2 RESOLVED: that the Clerk would draft an advert in the same style as the Blisland Parish Council advert.**

On a vote being taken the matter was approved unanimously.

**SC19/08/17 TO RECEIVE THE GENERAL JOB REQUIREMENTS FROM SOUTH WEST COUNCILS, CONSIDER WHETHER TO USE AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Share, seconded by Cllr Mrs Ferrett and:

**SC19/08/17.2 RESOLVED: that the General Job Requirements from South West Councils would not be used.**

On a vote being taken the matter was approved unanimously.

**SC19/08/18 TO RECEIVE AND APPROVE THE MODEL CONTRACT FOR THE LOCUM CLERK AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Williams, seconded by Cllr Ekinsmyth and:

**SC19/08/18.2 RESOLVED: to receive and approve the model contract for the Locum Clerk with the agreed amendments and the Council's Disciplinary and Grievance Policies attached at the back; and that the Governance Review Committee would design a new employee pack with a sign off sheet.**

On a vote being taken the matter was approved unanimously.

**SC19/08/19 TO AGREE WHERE TO ADVERTISE TO FILL THE POST OF LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Mrs Share and:

**SC19/08/19.2 RESOLVED: that the advertisement for the post of Locum Clerk to cover maternity leave would be placed at the Job Centre, Cornwall Association of Local Councils (CALC), Society of Local Council Clerks (SLCC), South West Councils (SWC), Cornwall Council and on this Council's website and Facebook page.**

On a vote being taken the matter was approved unanimously.

**SC19/08/20 TO CONSIDER OPTIONS IF A FULL-TIME LOCUM CLERK CANNOT BE APPOINTED AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Szoka and:

**SC19/08/20.2 RESOLVED: that options if a full-time locum clerk could not be appointed were considered and it was agreed that the meeting scheduled to be held on Wednesday 25<sup>th</sup> September 2019 would be held sooner if there were no applicants.**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.22pm.

Signed: .....

Date: .....