

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held at the Council Office, Unit 2, Wheel Agar, Tolvaddon Energy Park, Tolvaddon on Monday 4th November 2019 at 7.00 pm.

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

IN ATTENDANCE: Ms S Willsher (Clerk)

SC19/11/1 CHAIRMAN'S WELCOME AND APOLOGIES

Apologies were received from Cllr Mrs Ferrett.

There were no members absent.

SC19/11/2 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.

SC19/11/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

SC19/11/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 25TH SEPTEMBER 2019 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Szoka, seconded by Cllr Mrs Share and

SC19/11/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 25th September 2019 and the Chairman to sign them.

On a vote being taken on the matter there were 4 votes FOR and 0 votes AGAINST.

SC19/11/5 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 7TH OCTOBER 2019 AND THE CHAIRMAN TO SIGN THEM

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

SC16/04/5.2 RESOLVED: to receive and approve the minutes of the

meeting of the Staffing Committee meeting held on the 7th October 2019 and the Chairman to sign them.

On a vote being taken on the matter there were 2 votes FOR and 0 votes AGAINST.

SC19/11/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC19/11/7 TO NOTE THE EMPLOYEE INDUCTION PACK COMPILED BY THE GOVERNANCE REVIEW COMMITTEE

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

SC19/11/7.2 RESOLVED: to note the Employee Induction Pack compiled by the Governance Review Committee.

On a vote being taken the matter was approved unanimously.

SC19/11/8 TO RECEIVE THE CALC, SLCC AND ALCC INDUCTION AND PROBATION PERIOD GUIDE AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs Share, seconded by Cllr Szoka and

SC19/11/8.2 RESOLVED: that the CALC, SLCC and ALCC Induction and Probation Period Guide is noted.

On a vote being taken the matter was approved unanimously.

SC19/11/9 THAT THE COUNCIL RESOLVES 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

SC19/11/9.2 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.

SC19/11/10 TO NOTE RECEIPT OF THE FOLLOWING FORMS FROM THE CLERK AS PER THE MATERNITY POLICY – FORM 1 – NOTIFICATION OF MATERNITY LEAVE; FORM 2 – NOTIFICATION OF INTENTION IN

RELATION TO MATERNITY LEAVE AND THE MATB1 FORM AND AGREE ANY FUTURE ACTIONS

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

SC19/11/10.2 RESOLVED: **to note receipt of the following forms from the Clerk – Form 1 Notification of Maternity Leave; Form 2 Notification of Intention in Relation to Maternity Leave and the MATB1.**

On a vote being taken the matter was approved unanimously.

SC19/11/11 TO AGREE HOW KEEPING IN TOUCH (KIT) DAYS WILL BE MANAGED AND AGREE ANY FUTURE ACTIONS

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

SC19/11/11.2 RESOLVED: **that during KIT days the Clerk would be paid at her normal rate of pay; that a maximum of 10 KIT days could be taken which was roughly one day per month; that KIT days would be booked in but would also be flexible; and that Cllr Mrs Share would manage the Clerk’s KIT days and if she was unavailable Cllr Williams would manage them.**

On a vote being taken the matter was approved unanimously.

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

SC19/11/11.3 RESOLVED: **that the Clerk would retain her passwords and keys whilst on maternity leave and that the HMRC payments would be made quarterly instead of monthly.**

On a vote being taken the matter was approved unanimously.

SC19/11/12 TO CONSIDER THE CLERK’S KEEPING IN TOUCH (KIT) DAYS, WHEN THEY WILL BE TAKEN AND ANY ITEMS THAT THEY NEED TO COVER AND AGREE ANY FUTURE ACTIONS

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

SC19/11/12.2 RESOLVED: **that the Clerk’s KIT days would cover the end of year, setting up the new year in Scribe, regularly reviewing Scribe and reviewing the 2020/2021 income and expenditure and the setting of the 2021/2022 budgets; the Clerk would be verbally updated on any new projects being undertaken or considered by the Council, any changes to**

legislation, any changes to working systems; that the Locum Clerk would provide the Clerk with an update on Council activities etc; and anything else necessary.

On a vote being taken the matter was approved unanimously.

SC19/11/13 TO AGREE HOW TO MANAGE CONTACT WITH THE CLERK DURING HER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS

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

SC19/11/13.2 RESOLVED: that the Administration Assistant would be the conduit for contact with the Clerk during her maternity leave; that the Chairman and Vice Chairman of the Staffing Committee would respond to correspondence from the Clerk; and that if a return to work letter is received from the Clerk it would trigger Staffing Committee meetings to organise the Clerk's return and the Locum's notice etc.

On a vote being taken the matter was approved unanimously.

SC19/11/14 TO AGREE HOW TO MANAGE AND SUGGESTED/PROPOSED CHANGES TO WORKING SYSTEMS AND PROCESSES ETC BY THE LOCUM CLERK OR CLLRS ETC WHILST THE CLERK IS ON MATERNITY LEAVE, WHAT WOULD BE PERMISSIBLE CHANGE ETC AND AGREE ANY FUTURE ACTIONS

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

SC19/11/14.2 RESOLVED: that there are no changes in mind at the moment and that if any suggestions for changes are made the Staffing Committee would keep an open mind, discuss them and make a decision; the Locum Clerk will need to refer any proposed changes to the Staffing Committee to give them the opportunity to consult the Clerk; and the Administration Assistant will be involved in all discussions regarding potential changes.

On a vote being taken the matter was approved unanimously.

SC19/11/15 TO AGREE TASKS TO BE UNDERTAKEN BY THE LOCUM CLERK WHILST THE CLERK IS ON MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS

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

SC19/11/15.2 RESOLVED:

that in addition to other work the following tasks will be completed by the Locum Clerk and that the Clerk would go through the tasks with the Locum during his induction period:

- 1. Pensions – enrolment and re-enrolment;**
- 2. Scribe Training;**
- 3. January 2020 –quote/tender invitation for Full Tree Inspection Surveys for Manningham Wood and Illogan Park to be completed in the Spring (March/April)**
- 4. AGENDA ITEMS FOR JANUARY 2020 – PLANNING COMMITTEE - Review the open space maintenance contract and agree whether to extend for a maximum of a further 2 years. FINANCE AND RESOURCES COMMITTEE - Review the IT Support contract and agree whether to extend for a maximum of a further 2 years. Review the Webhosting contract and agree whether to extend for a maximum of a further 2 years.**
- 5. Arrange for the Illogan Park Project Task and Finish Group to meet with members of the Illogan RBL Football Club prior to the start of the 2020/2021 season;**
- 6. Complete the Administration Assistants Annual Appraisal;**
- 7. Complete their Induction;**
- 8. Arrange for signs to be erected in the Park and Parsonage Well footpath;**
- 9. Transfer funds into Public Sector Deposit Fund;**
- 10. Archiving;**
- 11. Quarterly – check through the planning applications box;**
- 12. Compile the Annual Report;**
- 13. Organise Spring litter picking event with the Planning Committee;**
- 14. Review Parish Plan; and**
- 15. Review Illogan Parish Neighbourhood Development Plan alongside Cornwall Council Housing Report.**

On a vote being taken the matter was approved unanimously.

SC19/11/16 TO FINALISE ARRANGEMENTS FOR THE LOCUM CLERK AND AGREE ANY FUTURE ACTIONS

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

SC19/11/16.2 RESOLVED: that either Cllr Williams or Mrs Ferrett would supervise the Locum Clerk; either Cllr Williams or Mrs Ferrett would meet with the Locum Clerk on a Monday morning to discuss the previous week and the week ahead and progress on completion of the induction; that Cllr Mrs Share would prepare a template to record the meetings; that the expenditure for a set of office keys and a Scribe login are approved; that the Locum Clerk would not be a bank signatory and that Cllr Mrs Share would complete the Locum Clerk’s Display Screen Equipment (DSE) assessment.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.20pm.

Signed:

Date: