

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held Monday 1st March 2021 at 7.00 pm via Microsoft Teams.

PRESENT: Councillors Williams (Chairman), Mrs Ferrett (Vice Chairman), Ekinsmyth, Ford (not a member of this Committee), Pavey (not a member of this Committee) and Szoka

IN ATTENDANCE: Ms S Willsher (Clerk)

SC21/03/1 CHAIRMAN'S WELCOME AND APOLOGIES

No apologies were received.

Cllr Miss Pollock was absent.

SC21/03/2 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.

SC21/03/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no requests from members for dispensations.

SC21/03/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 6TH FEBRUARY 2020 AND THE CHAIRMAN TO SIGN THEM

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

SC21/03/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 6th February 2020 and the Chairman to sign them.

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

SC21/03/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC21/03/6 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 Mrs Ferrett, seconded by Cllr Ekinsmyth and

SC21/03/6.2 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.

SC21/03/7 TO RECEIVE AND APPROVE THE DRAFT COVERING LETTER FOR THE POST OF PART-TIME ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/03/7.2 RESOLVED: that the draft covering letter for the post of part-time Administration Assistant is deferred and that the appointment of an Administration Assistant will be deferred until the situation with the Covid-19 Pandemic is clearer. If a decision to appoint an Administration Assistant is made during the Clerk's maternity leave, she will have a KIT day(s) and will be involved with the recruitment process.

On a vote being taken the matter was approved unanimously.

SC21/03/8 TO RECEIVE AND APPROVE THE DRAFT JOB DESCRIPTION FOR THE POST OF PART-TIME ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/03/8.2 RESOLVED: that the draft Job Description for the post of part-time Administration Assistant is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/9 TO RECEIVE AND APPROVE THE DRAFT PERSON SPECIFICATION FOR THE POST OF PART-TIME ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/03/9.2 RESOLVED: that the draft Person Specification for the post of part-time Administration Assistant is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/10 TO RECEIVE AND APPROVE THE DRAFT INFORMATION ABOUT THE ORGAANISATION FOR THE POST OF PART-TIME ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/03/10.2 RESOLVED: that the draft information about the organisation for the post of part-time Administration Assistant is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/11 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

SC21/03/11.2 RESOLVED: that the draft Job Application form and application process for the post of part-time Administration Assistant is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/12 TO AGREE THE KEY DATES FOR THE POST OF PART-TIME ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/03/12.2 RESOLVED: that the key dates for the post of part-time Administration Assistant is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/13 TO AGREE THE INTERVIEW PROCEDURE INCLUDING WHO WILL INTERVIEW APPLICANTS ETC AND AGREE FUTURE ACTIONS

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

SC21/03/13.2 RESOLVED: that the interview procedure including who will interview applicants etc for the post of part-time Administration Assistant is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/14 TO RECEIVE AND APPROVE THE DRAFT ADVERT FOR THE POST OF PART-TIME ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/03/14.2 RESOLVED: that the draft advert for the post of part-time Administration Assistant is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/15 TO RECEIVE AND APPROVE THE MODEL CONTRACT FOR THE POST OF PART-TIME ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/03/15.2 RESOLVED: that the model contract for the post of part-time Administration Assistant is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/16 TO AGREE WHERE TO ADVERTISE TO FILL THE POST OF PART-TIME ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/03/16.2 RESOLVED: that where to advertise the post of part-time Administration Assistant is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/17 TO CONSIDER OPTIONS IF A PART-TIME ADMINISTRATION ASSISTANT CANNOT BE APPOINTED AND AGREE ANY FUTURE ACTIONS

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

SC21/03/17.2 RESOLVED: that the consideration of options if a part-time Administration Assistant cannot be appointed is deferred.

On a vote being taken the matter was approved unanimously.

SC21/03/18 TO CONSIDER ARRANGEMENTS FOR THE CLERK UNTIL SHE STARTS MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Council would need to action any points raised in the Risk Assessment or by the midwife.

In response to a question the Clerk explained that how the handover to the Locum Clerk was managed would depend upon the Covid-19 pandemic situation and restrictions at the time. She envisaged at this time, that the handover would be a mixture of socially distanced meetings and Microsoft Teams meetings.

SC21/03/19 TO RECEIVE AND APPROVE THE DRAFT COVERING LETTER FOR THE POST OF A LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS

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

SC21/03/19.2 RESOLVED: to receive and approve the draft covering letter for the post of Locum Clerk to cover maternity leave with the inclusion of the dates for the applications deadline and interviews.

On a vote being taken the matter was approved unanimously.

SC21/03/20 TO RECEIVE AND APPROVE THE DRAFT JOB DESCRIPTION FOR THE POST OF A LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS

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

SC21/03/20.2 RESOLVED: to received 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.

SC21/03/21 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 Ekinsmyth, seconded by Cllr Szoka and

SC21/03/21.2 RESOLVED: to received and approve the draft Person Specification as discussed.

On a vote being taken the matter was approved unanimously.

SC21/03/22 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 Williams, seconded by Cllr Mrs Ferrett and

SC21/03/22.2 RESOLVED: to received and approve the draft Information about the Organisation as discussed.

On a vote being taken the matter was approved unanimously.

SC21/03/23 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

SC21/03/23.2 RESOLVED: to receive and approve the draft Job Application Form subject to confirmation from South West Councils that it is up to date.

On a vote being taken the matter was approved unanimously.

SC21/03/24 TO AGREE KEY DATES FOR THE POST OF LOCUM CLERK TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS

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

SC21/03/24.2 RESOLVED: that the following key dates are set for the post of Locum Clerk to cover maternity leave:

- **Date for shortlisting applicants – Thursday 27th May 2021**
- **Date to hold interviews – Thursday 3rd June 2021**
- **Meeting date to confirm appointment of Locum Clerk to cover maternity leave – Monday 10th June 2021**

On a vote being taken the matter was approved unanimously.

SC21/03/25 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

SC21/03/25.2 RESOLVED: that the interview procedure including who will interview will be deferred until the next meeting of the Staffing Committee.

On a vote being taken the matter was approved unanimously.

SC21/03/26 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 Ekinsmyth, seconded by Cllr Williams and

SC21/03/26.2 RESOLVED: to receive and approve the draft advert for the post of Locum Clerk to cover maternity leave as discussed.

On a vote being taken the matter was approved unanimously.

SC21/03/27 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

SC21/03/27.2 RESOLVED: that the model contract for the Locum Clerk to cover maternity leave would be deferred until the next meeting of the Staffing Committee.

On a vote being taken the matter was approved unanimously.

SC21/03/28 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 Ekinsmyth and

SC21/03/28.2 RESOLVED: that the post for Locum Clerk to cover maternity leave would be advertised with the Cornwall Association of Local Councils (CALC); Society of Local Council Clerks (SLCC); South West Councils; Cornwall Council; Illogan Parish Council website; and Illogan Parish Council Facebook page.

On a vote being taken the matter was approved unanimously.

SC21/03/29 TO CONSIDER OPTIONS IF A FULL-TIME LOCUM CLERK CANNOT BE APPOINTED AND AGREE ANY FUTURE ACTIONS

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

SC21/03/29.2 RESOLVED: that consideration of the options if a full-time Locum Clerk to cover maternity leave could not be appointed would be deferred until after the deadline for applications.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.17pm.

Signed:

Date: