

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held at the Council Office, Unit 2, Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 2nd June 2021 at 7.00 pm.

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

IN ATTENDANCE: Ms S Willsher (Clerk)

SC21/06/1 TO ELECT CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2021/2022

It was proposed by Cllr Ford, seconded by Cllr Pavey and

SC21/06/1.2 RESOLVED: that Cllr Ekinsmyth is elected Chairman of the Staffing Committee for the municipal year 2021/2022.

On a vote being taken the matter was approved unanimously.

SC21/06/2 TO APPOINT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2021/2022

It was proposed by Cllr Pavey, seconded by Cllr Ford and

SC21/06/2.2 RESOLVED: that Cllr Mrs Ferrett is appointed Vice Chairman of the Staffing Committee for the municipal year 2021/2022.

On a vote being taken the matter was approved unanimously.

SC21/06/3 CHAIRMAN'S WELCOME AND APOLOGIES

There were no apologies received; all members were present.

SC21/06/4 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.

SC21/06/5 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

SC21/06/6 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 1ST MARCH 2021 AND THE CHAIRMAN TO SIGN THEM

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

SC21/06/6.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 1st March 2021 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC21/06/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC21/06/8 THAT THE COUNCIL RESOLVED 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 Ford, seconded by Cllr Mrs Ferrett and

SC21/06/8.2 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

SC21/06/9 TO RECEIVE FORM 1 OF THE MATERNITY POLICY, NOTIFICATION OF MATERNITY LEAVE

It was proposed by Cllr Pavey, seconded by Cllr Ford and

SC21/06/9.2 RESOLVED: to receive Form 1 of the Maternity Policy – Notification of Maternity Leave.

On a vote being taken the matter was approved unanimously

SC21/06/10 TO RECEIVE FORM 2 OF THE MATERNITY POLICY, NOTIFICATION OF INTENTION RELATING TO MATERNITY LEAVE

It was proposed by Cllr Pavey, seconded by Cllr Ford and

SC21/06/10.2 RESOLVED: to defer Form 2 of the Maternity Policy – Notification of Intention Relating to Maternity Leave until the end of the meeting.

On a vote being taken the matter was approved unanimously

SC21/06/11 TO NOTE THAT NO APPLICATIONS FOR THE LOCUM CLERK HAVE BEEN RECEIVED

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

SC21/06/11.2 RESOLVED: to note that no applications had been received for the post of Locum Clerk.

On a vote being taken the matter was approved unanimously

SC21/06/12 TO CONSIDER OPTIONS AVAILABLE TO COVER MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS

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

SC21/06/12.2 RESOLVED: that the Council would seek to appoint an Administration Assistant/Clerical Assistant/Assistant Clerk initially for the duration of the Clerk's maternity leave with the potential to continue on a more permanent basis once the Clerk returns. The Clerk would contact South West Councils to seek advice on job titles and the differences between them.

On a vote being taken the matter was approved unanimously

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

SC21/06/12.3 RESOLVED: that all the necessary paperwork for the Administration Assistant/Clerical Assistant/Assistant Clerk would be drafted and would be considered at a Staffing Committee meeting to be held on Wednesday 9th June 2021, 7pm in the Council Office. The meeting would also consider the Clerk's KIT days and the Council's commitments and requirements during the Clerk's maternity leave.

On a vote being taken the matter was approved unanimously

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

SC21/06/12.4 RESOLVED: that the Locum Clerk vacancy would be re-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

SC21/06/13 TO RECEIVE FORM 2 OF THE MATERNITY POLICY, NOTIFICATION OF INTENTION RELATING TO MATERNITY LEAVE

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

SC21/06/13.2 RESOLVED: to receive Form 2 of the Maternity Policy – Notification of Intention Relating to Maternity Leave.

On a vote being taken the matter was approved unanimously

There being no further business the Chairman closed the meeting at 8.00pm.

Signed:

Date: