

## ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held at the Council Office, Unit 2, Wheel Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 9<sup>th</sup> 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)

### **SC21/06/14 CHAIRMAN'S WELCOME AND APOLOGIES**

No apologies were received, all members were present.

### **SC21/06/15 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.

### **SC21/06/16 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS**

There were no applications for dispensations.

### **SC21/06/17 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 2<sup>ND</sup> JUNE 2021 AND THE CHAIRMAN TO SIGN THEM**

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

**SC21/06/17.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 2<sup>nd</sup> June 2021 with the correction of the typo and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

### **SC21/06/18 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**SC21/06/19 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 Ford, seconded by Cllr Pavey and

**SC21/06/19.2 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.

**SC21/06/20 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 Pavey and

**SC21/06/20.2 RESOLVED: to receive and approve the draft covering letter for the post of part-time Administration Assistant.**

On a vote being taken the matter was approved unanimously.

**SC21/06/21 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 Pavey, seconded by Cllr Mrs Ferrett and

**SC21/06/21.2 RESOLVED: to receive and approve the draft job description for the post of part-time Administration Assistant.**

On a vote being taken the matter was approved unanimously.

**SC21/06/22 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 Ford, seconded by Cllr Ekinsmyth and

**SC21/06/22.2 RESOLVED: to receive and approve the draft person specification for the post of part-time Administration Assistant.**

On a vote being taken the matter was approved unanimously.

**SC21/06/23 TO RECEIVE AND APPROVE THE DRAFT JOB APPLICATION FORM, AGREE THE APPLICATION PROCESS AND ANY FUTURE ACTIONS**

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

**SC21/06/23.2 RESOLVED: to receive and approve the draft job application form.**

On a vote being taken the matter was approved unanimously.

**SC21/06/24 TO AGREE KEY DATES FOR THE POST OF PART-TIME ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS**

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

**SC21/06/24.2 RESOLVED: that the key dates for the post of part-time Administration Assistant have been agreed.**

On a vote being taken the matter was approved unanimously.

**SC21/06/25 TO AGREE THE INTERVIEW PROCEDURE AND ASSESSMENT FORM FOR INCLUDING WHO WILL INTERVIEW APPLICANTS ETC AND ANY FUTURE ACTIONS**

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

**SC21/06/25.2 RESOLVED: that the interview procedure and assessment form were agreed.**

On a vote being taken the matter was approved unanimously.

**SC21/06/26 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 Pavey, seconded by Cllr Mrs Ferrett and

**SC21/06/26.2 RESOLVED: to receive and approve the draft advert for the post of part-time Administration Assistant.**

On a vote being taken the matter was approved unanimously.

**SC21/06/27 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 Pavey, seconded by Cllr Ford and

**SC21/06/27.2 RESOLVED: to receive and approve the model contract for the post of Administration Assistant.**

On a vote being taken the matter was approved unanimously.

**SC21/06/28 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

**SC21/06/28.2 RESOLVED: that the post of part-time Administration Assistant would be advertised with the Cornwall branch of the Society of Local Council Clerks (SLCC), Cornwall Association of Local Councils (CALC), Job Centre, the Council's website, the Council's notice boards, the Council's Facebook page and Cornwall Council.**

On a vote being taken the matter was approved unanimously.

**SC21/06/29 TO RECEIVE INFORMATION FROM SOUTH WEST COUNCIL ON KEEPING IN TOUCH (KIT) DAYS AND FORM 4 OF THE MATERNITY POLICY, CONTACT/KEEPING IN TOUCH AGREEMENT, AGREE THE ARRANGEMENTS AND FOR THE CHAIRMAN TO SIGN THE DECLARATION**

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

**SC21/06/29.2 RESOLVED: to receive the information from South West Council on Keeping In Touch (KIT) Days and that form 4 of the Maternity Policy – Contact and Keeping in Touch Agreement, would be completed and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**SC21/06/30 TO REVIEW THE COUNCIL'S COMMITMENTS AND REQUIREMENTS DURING THE CLERK'S MATERNITY LEAVE**

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

**SC21/06/30.2 RESOLVED: that the Council's Commitments and requirements during the Clerk's maternity leave have been reviewed.**

On a vote being taken the matter was approved unanimously.

**SC21/06/31 TO AGREE WITH THE CLERK KIT DAYS AND WHAT WILL BE COMPLETED DURING THOSE DAYS AND AGREE ANY FUTURE ACTIONS**

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

**SC21/06/31.2 RESOLVED: that the Clerk's KIT Days and what will be completed during those days have been agreed between the Clerk and Staffing Committee.**

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: .....