

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 14th June 2023 at 7.00 pm.

PRESENT: Cllrs Ford (Chairman), Jobson (Vice Chairman), Cullimore, and Szoka

IN ATTENDANCE: Mrs S Rimell, Clerk

SC23/06/1 TO ELECT A CHAIRMAN OF THE STAFFING COMMITTEE FOR THE 2023/2024 MUNICIPAL YEAR

It was proposed by Cllr Jobson, seconded by Cllr Szoka and

SC23/06/1.2 RESOLVED: to elect Cllr Ford Chairman of the Staffing Committee for the 2023/2024 municipal year.

On a vote being taken the matter was approved unanimously.

Cllr Cullimore proposed Cllr Crabtree as Chairman of the Staffing Committee, there was no seconder.

SC23/06/2 TO APPOINT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE 2023/2024 MUNICIPAL YEAR

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

SC23/06/2.2 RESOLVED: to appoint Cllr Jobson Vice Chairman of the Staffing Committee for the 2023/2024 municipal year.

On a vote being taken the matter was approved unanimously.

Cllr Cullimore proposed Cllr Crabtree as Vice Chairman of the Staffing Committee, there was no seconder.

SC23/06/3 CHAIRMAN'S WELCOME AND APOLOGIES

Apologies were received from Cllr Crabtree.

There were no members absent.

SC23/06/4 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.

SC23/06/5 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no requests from members for dispensations.

SC23/06/6 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 3RD APRIL 2023 AND THE CHAIRMAN TO SIGN THEM

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

SC23/06/6.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 3rd April 2023 and the Chairman to sign them.

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

SC23/06/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters raised.

SC23/06/8 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 Ford, seconded by Cllr Jobson and

SC23/06/8.2 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.

SC23/06/9 TO RECEIVE A REPORT ON THE CLERK'S ANNUAL APPRAISAL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk left the meeting at 7.27pm.

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

SC23/06/9.2 RESOLVED: to award the Clerk a performance bonus. To look at regular meetings between the Clerk and line managers to raise and address concerns. That the Clerk's annual appraisal is delivered by the Council Chairman and Vice Chairman and the Chairman of the Staffing Committee. A copy of the appraisal will be circulated to members of the Staffing Committee only.

On a vote being taken the matter was approved unanimously.

The Clerk re-entered the meeting.

SC23/06/10 TO REVIEW STAFFING ARRANGEMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Cullimore, seconded by Cllr Jobson and

SC23/06/10.2 RESOLVED: that the next meeting would review the Clerk’s job description, review the benchmarking for the post of Clerk, complete a contractual review and a salary review for the Clerk. That the Clerk would contact South West Council and investigate recruitment, selection and appraisal training.

On a vote being taken the matter was approved unanimously.

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

SC23/06/10.3 RESOLVED: to increase the Assistant to the Clerk’s hours to 20 per week with immediate effect. That at least 3 hours a week are devoted to training; training will be completed on the same day each week and the office will be closed for the duration of the training. The Clerk will complete the Assistant to the Clerks appraisal as soon as possible.

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: