

## ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 31<sup>st</sup> January 2024 at 7.00 pm.

PRESENT: Cllrs Ford (Chairman), Cullimore, Mrs Edmunds, Ms Kemp and Szoka

IN ATTENDANCE: Mrs S Rimell, Clerk

### **SC24/01/1 CHAIRMAN'S WELCOME AND APOLOGIES**

Apologies were received from Cllrs Crabtree and Jobson.

There were no members absent.

### **SC24/01/2 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.

### **SC24/01/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS**

There were no requests from members for dispensations.

### **SC24/01/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 24<sup>TH</sup> JULY 2023 AND THE CHAIRMAN TO SIGN THEM**

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

#### **SC24/01/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee held on the 24<sup>th</sup> July 2023 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

### **SC24/01/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising. There were some actions that were being actively worked on.

### **SC24/01/6 THAT THE COUNCIL RESOLVES 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 Cullimore, seconded by Cllr Mrs Edmunds and

**SC24/01/6.2 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.

**SC24/01/7 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 24<sup>TH</sup> JULY 2023, AND THE CHAIRMAN TO SIGN THEM**

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

**SC24/01/7.2 RESOLVED: to receive and approve the confidential minutes of the meeting of the Staffing Committee held on the 24<sup>th</sup> July 2023 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

**SC24/01/8 TO NOTE REPORTS FROM THE CLERK AND CHAIRMAN ON THE APPRAISAL SKILLS TRAINING**

It was proposed by Cllr Ford, seconded by Cllr Ms Kemp and

**SC24/01/8.2 RESOLVED: to note the reports from the Clerk and Chairman on the Appraisal Skills Training.**

On a vote being taken the matter was approved unanimously.

**SC24/01/9 TO AGREE THE REASON THAT COUNCIL IS COMPLETING ANNUAL APPRAISALS FOR EMPLOYEES AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Ford, seconded by Cllr Mrs Edmunds and

**SC24/01/9.2 RESOLVED: that the reason Illogan Parish Council is completing Annual Appraisals for employees is that Illogan Parish Council wishes to be a good employer who looks after employees and ensures they have the skill sets to properly complete their roles.**

On a vote being taken the matter was approved unanimously.

**SC24/01/10 TO REVIEW THE ANNUAL APPRAISAL FORMS AND AGREE HOW TO CONSULT EMPLOYEES ON THE FORMS AND AGREE ANY FUTURE ACTIONS**

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

**SC24/01/10.2 RESOLVED: that the Clerk would amend the sample Annual Appraisal Form for consideration at the next Staffing Committee meeting.**

On a vote being taken the matter was approved unanimously.

**SC24/01/11 TO AGREE THE ANNUAL APPRAISAL PROCESS AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Ford, seconded by Cllr Ms Kemp and

**SC24/01/11.2 RESOLVED: that the Annual Appraisal process is agreed.**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.53pm.

Signed: .....

Date: .....