

**Minutes for the STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL
Held on Monday 19th June 2023, at Mary's Church Hall, from 7pm**



Councillors: Mr. J. Tull, Mrs. S. Nash, Mrs. V. Webb and Mr. I. Stewart
Lucy Jose, Clerk to the Council

Abbreviations:

TOR	Terms of Reference
NALC	National Association of Local Councils
DSE	Display Screen Equipment
Cllr.	Councillor

23174 To Appoint a Chairman for the Staffing Committee for the year 23/24

Cllr. Stewart proposed Cllr. Webb as Chairman of the staffing committee. This was seconded by Cllr. Nash, put to the meeting and carried unanimously.

23175 To Appoint a Vice Chairman for the Staffing Committee for the year 23/24

The Chairman proposed Cllr. Nash as Vice- Chairman of the staffing committee. This was seconded by Cllr. Stewart, put to the meeting and carried unanimously.

23176 Chairman's Welcome

The Chairman welcomed those present to the meeting and explained procedures for the meeting.

23177 To Receive Apologies

The meeting noted Cllr. Symonds was not present.

23178 Declaration of Interests

None

23179 Public Participation Session, when members of the public may raise matters with Councillors

None

23180 To prepare a plan for the 2023 staff appraisal process, authorise any action and consider associated expenditure

Cllr Stewart outlined the work of the former finance and staffing committee and suggested a schedule of works that needed to be carried out prior to the next meeting of the staffing committee.

Working group meeting to

- Benchmark the role of Clerk
- Review the Clerks Job description
- Review Clerks' contract
- Clerks Appraisal

The Clerk agreed to share their CPD record and timesheets with the staffing committee.

23181 To prepare a review of all staffing policies, authorise any action and consider associated expenditure

The Clerk listed the relevant policies and stated that there had been no significant changes to the model documents since their adoption and that they would need little work for the review other than checking for typing errors and the reference to the former finance and staffing committee. Cllr Tull agreed to review these policies.

- DSE Policy & Risk Assessment
- Disciplinary Policy
- Equality & Diversity Policy
- Grievance Policy

The Clerk suggested the H&S policy and the training and development policy need some refining to include covering councillors and volunteers. The Clerk agreed to review these policies.

The Clerk recommended adopting the NALC model Dignity at Work Policy.

23182 To agree the date of the next meeting, 18th September 2023

Councillors agreed that date of the next meeting of the committee be Monday 18th September 2023, with a working group meeting scheduled for Thursday 6th July.

23183 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 20.00.

18th September 2023

Committee Chairman – Cllr. Webb

DRAFT