

**Millbrook Parish Council  
Minutes for Staffing Committee meeting  
held on Thursday 6<sup>th</sup> January 2022 at 7:00pm  
Venue: Millbrook Village Hall, Attic Room**

**Councillors Present:** S. Lewis (Chair of the Staffing Committee), Cllrs N. Roberts (Chair of the Council) and H Wood

**In Attendance:** Mrs K Heald (Clerk / RFO)

Cllr S Lewis opened the meeting at 7:05

**1. Apologies for absence**

Apologies received from Cllr Beadnall. Cllr Wilton was absent from the meeting.

**2. To resolve that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) the public and press leave the meeting because of the confidential nature of the business to be transacted.**

No members of the public present.

Cllr Roberts recommended that all documents are amended so that the content is gender neutral (i.e. they / them instead of he/she).

**3. Vacancy for the position of Parish Council Caretaker.**

The Staffing Committee reviewed the Caretaker Application Pack. The following recommendations were made for the Caretaker Recruitment pack:

- Remove the word '*column*' under the introductory paragraph of the Person Specification.
- Under personal attributes, amend '*use of own car to travel between sites*' to '*use of own transport*'.
- Under 'Selection process and interviews', page 9 remove reference to the short-listing panel comprising of the '*Parish Clerk and two councillors*'
- Deadline for receipt of applications 9.00am on Monday 7<sup>th</sup> February 2022.
- Interviews to take place mid-February. (Date to be confirmed)
- Use the same format as the Admin Support Officer for the advert.
- Advertisement to be placed on the noticeboards, website and social media. Details to be forwarded to local organisations such as The Peninsula Trust.

It was proposed by Cllr Lewis, seconded by Cllr Roberts and supported by Cllr Wood that subject to the above changes the Staffing Committee approves the proposed Application Pack for the Caretaker vacancy. **Resolved.**

**4. Vacancy for the position of Admin Support Officer**

The Staffing Committee reviewed the draft Admin Officer (i) job vacancy advertisement (ii) Application form (ii) Job specification. The following recommendations were made for the Admin Support Officer advertisement and application form:

- Remove '*tennis courts*' (which was listed twice) on the advertisement.
- Following 'This is initially a temporary position for one year' rather than '*this will be reviewed*' amend to '*this may be extended*'.
- Amend the footer of the Job Description which has a lowercase 'p' for 'Parish'
- Use the same interview dates for application deadline and interviews as for the caretaker vacancy.

Approved during the full council meeting held on 6<sup>th</sup> January 2022, Minute 121c

It was proposed by Cllr Lewis, seconded by Cllr Roberts and supported by Cllr Wood that subject to the above changes the Staffing Committee approves the proposed advertisement, job specification and application form for the position of Admin Support Officer. **Resolved.**

**5. Policies and procedures**

**i) NALC model Grievance policy** (reviewed in January 2018)

It was proposed by Cllr Roberts that subject to amending the document so the content is gender neutral and the insertion of 'monitoring officer of Cornwall Council' on page 5 the committee recommends to the Full Council the approval of the NALC Grievance policy. The motion was seconded by Cllr Wood and supported by Cllr Lewis. **Resolved.**

**ii) NALC model Disciplinary policy**

It was proposed by Cllr Roberts, seconded by Cllr Wood and supported by Cllr Lewis that subject to amending the NALC model Disciplinary policy to gender neutral terminology the Staffing Committee recommends to the Full Council that the policy is adopted. **Resolved.**

**iii) NALC model Sickness policy.**

The following charges were recommended:

- Council's sick pay (Occupational Sick Pay): Remove 'to be deleted if the council decides to pay SSP only'.
- Remove '*your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence of up to [xxx weeks] [and half pay for a further xxx weeks] . This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks*'.
- Insert after 'It is the Council's policy to pay..... *'in accordance with your contract of employment*'.

It was proposed by Cllr Lewis, seconded by Cllr Wood and supported by Cllr Roberts, that subject to the above amendments the Staffing Committee recommends to the Full Council the Council adopts the NALC Sickness policy. **Resolved.**

**Action:** Sickness record sheet to be produced.

**iv) Lone Worker policy** (reviewed in September 2018)

The Staffing committee recommended the following amendments:

- Remove the appendix
- Tidy up formatting of bullet points.
- Remove 'employs five members of staff' and amend to '*this policy applies to all members of staff*'.

It was proposed by Cllr Roberts, seconded by Cllr Wood and agreed by Cllr Lewis that subject to the above amendments, the Staffing Committee recommends to the Full Council the revised Lone Worker policy is approved. **Resolved.**

**v) SLCC Wonderland Health & Safety policy.**

The Staffing Committee recommended the following amendments to the SLCC Model Health & Safety policy:

- Remove '*reviewed and re-affirmed at the Annual Parish Council meeting.*'
- Remove '*although the Council has a single employee.....*'
- After 'its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council' insert 'its employees' (followed by and its activities'.

**6. Staff holiday entitlement records as at 31<sup>st</sup> December 2021.**

The Clerk – 127.2 hours remaining for the year ending 31<sup>st</sup> March 2022

The Street Cleaner – 58 hours remaining for the year ending 31<sup>st</sup> March 2022.

The Clerk provided details during the meeting and the holiday records were noted.

The meeting closed at 20:10hrs.

Approved during the full council meeting held on 6<sup>th</sup> January 2022, Minute 121c