



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Personnel Committee held on Thursday 8<sup>th</sup> September 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor Miss R A Evans BEM (Town Mayor) (Chairman), Councillor G J Davis (Deputy Town Mayor), Councillors Mrs. K Brownhill, Mrs. L Fellows, Mrs. J M Martin, J Tivnan BEM and the Town Clerk & RFO (Clerk).

	<b>ACTION</b>
<p><b>10-22Pers Apologies for absence</b> There were no apologies for absence.</p>	
<p><b>11-22Pers Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>12-22Pers Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Personnel Committee meeting held on Thursday 9<sup>th</sup> June 2022 were taken as read and signed by the Chairman.</p>	
<p><b>13-22Pers Council Staffing</b> a) Council Staffing Report: - The Clerk gave a verbal update on the council staffing which included: -</p> <ul style="list-style-type: none"> <li>➤ Organisational structure and design, including the provision of work undertaken by staff and volunteers at the Library and Community Hub.</li> <li>➤ Recent employee sickness, impact on performance plus the increase in workload, whilst annual leave continued.</li> <li>➤ LANTRA Mower and Brushcutter training undertaken by two part time employees.</li> <li>➤ Enforcement training undertaken by two employees.</li> <li>➤ Clerk continuing to update Continuous Professional Development, to maintain SLCC Fellow status.</li> <li>➤ Operations Manager is making contact with training provider regarding re-booking the IOSH Managing Safely course and has expressed an interest in undertaking CiLCA qualification (to be discussed further at performance review).</li> <li>➤ Staff Performance Reviews are being scheduled over the next two months, target date for completion is the end of October.</li> </ul>	
<p><b>14-22Pers Policies Reviewed by this Committee</b> a) Managing Sickness Absence Policy: - Following consideration, it is <b>recommended</b> to adopt the updated Managing Sickness Absence Policy. b) Recruitment and Selection Policy: - Following consideration, it is <b>recommended</b> to adopt the updated Recruitment and Selection Policy. c) Employment Grievance Policy: - Following discussion, further amendments are need to the Employment Grievance Policy, for consideration at the next meeting of this Committee.</p>	<p style="text-align: center;"><b>Council</b></p> <p style="text-align: center;"><b>Council</b></p>

<p><b>15-22Pers To consider the Council Business Risk Management</b></p> <p>a) Budget Variance – Committee Responsibilities: - The July 2022 Budget Variance, as previously circulated, was reviewed and there were no concerns.</p> <p>b) To update on the emerging position regarding the local government pay negotiations 2022: - The Clerk updated Members of the emerging position, highlighting there would again be a delay in the announcement following the local government pay negotiations, which when agreed will need to be backdated to 1<sup>st</sup> April 2022.</p> <p>c) To agree budget setting procedure for staffing requirements for 2023/24: - The Clerk to arrange to meet with the Chairman and Deputy Chairman of the Finance and Operations Committee, to consider the staffing requirements for 2023/24.</p>	<p>Clerk/ Cllr Brownhill /Cllr Martin</p>
<p><b>16-22Pers Items Referred to this Committee</b></p> <p>None.</p>	
<p><b>17-22Pers Correspondence</b></p> <p>a) Wellbeing Services provided by Cornwall Council: - Members discussed the services provided and encouraged employee take up of the same.</p> <p>b) Employment Training courses from CALC: - Noted.</p>	
<p><b>18-22Pers Climate Emergency Action Plan</b></p> <p>a) All agreed the Climate Emergency Action Plan to be highlighted/discussed with all employees at annual Performance Reviews.</p> <p>b) Civic functions – Members discussed Remembrance poppy wreaths and agreed to consider whether non-plastic alternatives could be sourced and used in the future.</p>	
<p><b>19-22Pers Date of next meeting</b></p> <p>Thursday 8<sup>th</sup> December 2022.</p>	
<p><b>20-22Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <p>➤ It is noted that overtime reports should be presented to this committee.</p> <p>Meeting closed at 7.54pm _____ Chairman</p>	<p>Clerk</p>