

**PADSTOW TOWN COUNCIL**  
**Minutes of the Staffing Committee meeting held on Tuesday 20 June**  
**2017 at Council Offices, Unit 5b Treceus Industrial Estate, Padstow at**  
**7.30 pm**

**Present:** Councillors R Buscombe, A Rickard, A E Symons, D N Vivian and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk)

- S2017/1**            **Election of Chairman/Vice Chairman:**  
i) **RESOLVED** that Councillor A Rickard be elected as Chairman whereupon he took the chair.  
ii) **RESOLVED** that no Vice-Chairman be elected
- S2017/2**            **Apologies for absence:** there were no apologies for absence.
- S2017/3**            **Announcements:** There were no announcements.
- S2017/4**            **Declarations of Interest:** There were no declarations of interest.
- S2017/5**            **Public Participation:** There was no public participation.
- S2017/6**            **RESOLVED** that the **minutes** of the meeting held on **Tuesday 21 March 2017** were a true record of the meeting and they were signed by the chair.
- S2017/7**            **Committee Terms of Reference:** Committee was referred to the agenda papers, Committee considered that amendments be made to reflect Committee's involvement with the budget setting process and also the constitution of a panel to address grievance and disciplinary hearings. The Town Clerk advised that advice has been sought from South West Councils.
- Committee considered that the following be included in the terms of reference:-
- Under membership include: "The Committee shall be able to constitute Panel to address Grievance and Disciplinary Hearings"; and
  - Under "will make recommendations to Full Council in respect of: include "/F& GP Committee" in the heading and include "To consider and submit to F&GP Committee any estimates of staffing and training costs for the forthcoming year by November each year".
- Committee also considered that drafted terms of reference for the Grievance and Disciplinary Hearing Panel be adopted by Council.

**RESOLVED TO RECOMMEND TO COUNCIL** i) the Committee's Terms of Reference be amended, as detailed above and adopted, and ii) to adopt the Grievance and Disciplinary Hearing Panel terms of reference, as detailed in the agenda report.

**S2017/8** **Date of Next Meeting:** Tuesday 19 September 2017 at 7.00pm was noted.

**S2017/9** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**S2017/10** **Confidential Minutes: RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 21 March 2017** were a true record of the meeting and they were signed by the chair.

**S2017/11** **Staff Update and Issues:** See confidential minutes

**S2017/12** **Overtime, Sick Leave and Training:** The update was noted for information.

Meeting closed 6.22 pm