

PADSTOW TOWN COUNCIL

Minutes of the Staffing Committee meeting held on Tuesday 15 July 2014 at the Council Offices, Unit 5b Treceus Industrial Estate, Padstow at 6.00 pm

- Present:** Councillors A Rickard (Chairman), F J Bealing, R Buscombe (late), Mrs A Symons and Mrs T Walter
- In Attendance:** Mrs K Pemberton (Town Clerk)
- S2014/13** **Apologies for absence:** There were no apologies.
- S2014/14** **Announcements:** None.
- S2014/15** **Declarations of Interest:** None.
- S2014/16** **Public Participation:** None.
- S2014/17** **Minutes Tuesday 18 March and Tuesday 3 June 2014:** **RESOLVED** that the minutes of the meetings held on Tuesday 18 March and Tuesday 3 June 2014 were a true record of the meetings and they were signed by the chair.
- S2014/18** **Date of Next Meeting:** Tuesday 16 September 2014
- S2014/19** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2014/20** **Confidential Minutes Tuesday 18 March and Tuesday 3 June 2014:** **RESOLVED** that the minutes of the meetings held on Tuesday 18 March, with the amendment to the date of the meeting from 17 December 2013 to 18 March 2014, and Tuesday 3 June 2014 were a true record of the meetings and they were signed by the chair.
- S2014/21** **Zero Tolerance Policy:** The agenda report was duly considered. **RESOLVED TO RECOMMEND TO COUNCIL** that i) the Zero Tolerance Policy as outlined in the agenda paper be adopted; and ii) the Policy be included in Part 2 of the Padstow Town Council's Employee Handbook.
- S2014/22** **Padstow Town Council Employee Handbook:** The agenda report was duly considered which outlined that following government legislation and advice from Council's Employment Legal Advisors some changes were required in the Council's Employee Handbook.

RESOLVED TO RECOMMEND TO COUNCIL THAT i) the updated Flexible Working Policy and Smoking Policy be adopted and replace current policies in the handbook; and ii) the Pensions Fund Discretions Policy (adopted by Council 24 June 2014) be included in section 2 of the Council's Employee Handbook.

S2014/23 **Responsible Financial Officer:** see confidential minutes

S2014/24 **Staffing Updates and Issues:** see confidential minutes

S2014/25 **Overtime, Sick Leave and Training:** The update on overtime, sick leave and training was noted for information.

Meeting closed at 6.45 pm