

PADSTOW TOWN COUNCIL

Minutes of the Staffing Committee meeting held on Tuesday 24 March 2015 at the Council Offices, Unit 5b Treceus Industrial Estate, Padstow at 6.00 pm

- Present:** Councillors A Rickard (Chairman), R Buscombe, Mrs A Symons and Mrs T Walter (part)
- In Attendance:** Mrs K Pemberton (Town Clerk)
- S2014/64** **Apologies for absence:** were received from F J Bealing
- S2014/65** **Announcements:** None
- S2014/66** **Declarations of Interest:** None
- S2014/67** **Public Participation:** None
- S2014/68** **Minutes Tuesday 20 January 2015: RESOLVED** that the minutes of the meeting held on Tuesday 20 January 2015 were a true record of the meeting and they were signed by the chair.
- S2014/69** **Date of Next Meeting:** TBC
- S2014/70** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2014/71** **Confidential Minutes Tuesday 20 January 2015: RESOLVED** that the confidential minutes of the meeting held on Tuesday 20 January 2015 were a true record of the meeting and they were signed by the chair.
- S2014/72** **Staff Update and Issues:** The Town Clerk provided an update, as detailed in the agenda report, which was noted.
- S2014/73** **Appraisals:** See confidential minutes
- S2014/74** **Staff Handbook Update:** The Town Clerk referred Committee to the agenda report which detailed a number of legislative updates. Council's HR advisors, Ellis Whitam had advised of these changes. **RESOLVED to recommend to Council** to adopt current changes, as outlined in the agenda report, and reissue an updated Staff Handbook to all employees.

S2014/75 **Works Experience: RESOLVED to recommend to Council to offer a 2 week work experience placement (6 to 17 July (inc)), as requested by Wadebridge School and outlined in agenda papers. Town Clerk to take this forward.**

S2014/76 **Lone Worker Device Update:** Committee was referred to the agenda paper in this regard. **RESOLVED to recommend to Council to purchase a GroPro Hero Action Camera, as detailed in the agenda papers.**

S2014/77 **Overtime, Sick Leave and Training:** The update was noted. No issues were raised.

Meeting closed at 6.20 pm