

MINUTES of the STAFFING COMMITTEE MEETING of the St. Enoder Parish Council held on Thursday 9th September 2021 at Summercourt Memorial Hall at 7pm.

COMMITTEE MEMBERS PRESENT: Cllrs M Bunyan, P Cocks, C Cowburn & M Kessell.

OTHER MEMBERS PRESENT: Cllr Shaw.

21/S01 Election of Staffing Committee Chairman.

Proposal by Cllr Cocks, Cllr Cowburn is Staffing Committee Chairman for the forthcoming municipal year, seconded Cllr Bunyan, no further nominations, unanimous.

It was **resolved** Cllr Cowburn is Staffing Committee Chairman for the forthcoming municipal year.

21/S02 Declarations of Interest.

None.

21/S03 To consider employing Toilet Operative- to consider hours, job description, holidays (how to cover), to consider job share as 7 days a week, salary etc.

Draft contract and job description circulated with meeting papers.

Discussion took place.

Proposal by Cllr Cocks to recommend to Full Council a Toilet Operative is employed at £10 per hour, and contract and job description as amended, seconded Cllr Bunyan, carried.

The above was duly **resolved**.

Recommendation: Toilet Operative is employed at £10 per hour, and contract and job description as amended; attached as Appendix 1.

To advertise locally as job share so holidays and sickness can be covered.

21/S04 To resolve to exclude members of the public and press due to confidential nature of the following business.

None present.

21/S05 To review Clerk's contract and consider updating to follow NALC and SLCC recommended Terms and Conditions (alteration is around sick pay, all other Terms and Conditions are the same).

Clerk produced her current Contract and the current Model Contract, which was updated in 2011 with the pay award, but hasn't brought it to Council's attention until now.

Clerk left the room.

Proposal to **recommend** to Full Council to update Clerk's contract, carried.

The above was duly **resolved**.

Recommendation: Clerk's contract is updated to current Model contract (this is around sick pay only).

Clerk re-entered the room.

21/S06 Correspondence

i. None

21/s07 Other urgent staffing business

None

There being no other business the meeting was closed at 7.25pm.

Signed : (Chairman) (dated)