



*Lostwithiel Town Council - Staffing Committee Meeting*

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Library on Tuesday 11 October 2016 at 7pm.

Public Participation – None

Meeting Minutes

Councillors present

Committee Chairman Councillor Mrs Ross,  
Vice Chairman Councillor Jewels,  
Mayor Gillett, Councillor Mrs Henderson,  
Councillor Mrs Parsons & Councillor Watkins.

In attendance

Town Clerk Mrs Harris

No members of the public were in attendance

Public Participation

None

SC30/16 APOLOGIES

Apologies for absence were received and accepted from the following Councillors:-  
Councillor Hensman and Councillor May.

SC31/16 DECLARATIONS OF INTEREST

None

SC32/16 MINUTES

It was **resolved** that the minutes of the Staffing Committee meeting dated 13 September 2016 are accepted, approved and signed by Committee Vice Chairman Councillor Jewels ( Councillor Mrs Ross being unable to sign ) as being a correct record.

SC33/16 CORNWALL PENSIONS FUND

The clerk was instructed to make this an agenda item for full Council as no members of the Staffing Committee were able to attend the meeting.

SC34/16 NEW OFFICE UPDATE

The office has moved to the far end of the first floor today. The new computer has been ordered and a reply has yet to be received from Cornwall Council regarding modular divisions. The clerk was instructed to chase Cornwall Council planning officers and copy into the email Mr P Mason Head of Cornwall Council Planning.

SC35/16 RECRUITMENT

It was **resolved** to advertise the Administration Assistant vacancy during the first week of January with a closing date for applications to be during the last week of January. Interviews are to be conducted mid – February with the appointment made by the end of February.

Committee Chairman Councillor Mrs Ross agreed to review the following:-

Setting up a staff appraisal system

Review of mileage/public transport expenses

Setting up lone worker phone in service

Holiday policy

Absence policy

Social Media policy

Process for selection for interview

Interview scoring process

Induction pack

The clerk was asked to check the LGPS arrangements with Cornwall Council to ensure details in the draft Staff Handbook are correct and to obtain a staff contract proforma.

The clerk was also instructed to make the ‘Council’s Future Vision’ an agenda item for Full Council on 18 October.

SC36/16 ITEMS FOR NEXT AGENDA

None

The meeting closed at 8.30pm

Chairman

Date