

# PADSTOW TOWN COUNCIL

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15 May 2019

**TO: MEMBERS OF THE STAFFING COMMITTEE**

Councillors F J Bealing, R Buscombe, R Higman, A Rickard, T Walter

Dear Member

All Members of the Committee are hereby summoned to attend meeting of the **STAFFING COMMITTEE** at the Council Offices, Station House, Station Road, Padstow on **Tuesday 21 May 2019 at 7.50 pm or on the rising of the Leisure, Tourism Committee which ever the later.**

Yours faithfully

*N. Barnes*

*pp* Kathy Pemberton  
Town Clerk

**Please note start time**

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## Agenda

**Press & Public are invited to attend**

- 1. Election of Chairman/Vice Chairman**
  - i) To **ELECT** Committee Chairman
  - ii) To **ELECT** Committee Vice-Chairman (if Committee so wishes)
- 2. To receive apologies for absence**
- 3. To receive announcements:** for information only.
- 4. To receive declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
- 5. Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
- 6. To agree the minutes** of the meeting held on **Tuesday 19 February 2019** (pg 1)
- 7. Committee Terms of Reference:** To receive the Committee's Terms of Reference and make recommendations for amendment to Council (pg's 2-7)
- 8. Date of next meeting:** Tuesday 18 June 2019 Time: 6.00 pm

**9. EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

**10. To agree the confidential minutes** of the meeting held on **Tuesday 19 February 2019**

**11. Staff Update and Issues:** To receive an update on latest issues and discuss and decide on way forward.

**12. Overtime, Sick Leave and Training:** To note update for information.

*to follow*

## PADSTOW TOWN COUNCIL

### Minutes of the Staffing Committee meeting held on Tuesday 19 February 2019 at the Council Offices, Station House, Station Road, Padstow at 6.00 pm

**Present:** Councillors A Rickard (Chairman), F J Bealing and R Higman and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk and note taker)

- S2018/52**            **Apologies for absence:** Were received from Councillor R Buscombe.
- S2018/53**            **Announcements:** There were no announcements.
- S2018/54**            **Declarations of Interest:** There were no declarations of interest.
- S2018/55**            **Public Participation:** There was no public participation
- S2018/56**            **RESOLVED** that the **minutes** of the meeting held on **Tuesday 18 December 2018** were a true record of the meeting and they were signed by the Chair.
- S2018/57**            **Date of Next Meeting:** To be confirmed.
- S2018/58**            **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2018/59**            **RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 29 November 2018** were a true record of the meeting and they were signed by the Chair.
- S2018/60**            **Personal Development Reviews:** Further to the agenda report which detailed the training required and cost, the Committee felt that the Committee Chairman should also be involved. The Town Clerk advised that mention had been made by staff for improvements to be made to the appraisal forms, she considered this could be addressed following the training. **RESOLVED** i) to agree to the training per the cost and specification outlined in the agenda report for the Outside Services Supervisor and Town Clerk, but also inviting the Chairman of Staffing; and ii) the Chairman of Staffing and Councillor Buscombe, as they had undertaken training in the past, undertake the Town Clerk's appraisal in due course.
- S2018/61**            **Staff Update and Issues:** See confidential minutes.
- S2018/62**            **Overtime, Sick Leave and Training:** Was noted for information. The Town Clerk clarified the period was from the 1 April 2018 to 31 January 2019.

Meeting closed at 6.40 pm

## **Terms of reference for the Staffing Committee**

### **Membership**

- All members of the Committee will be elected Councillors.
- The Committee will consist of five elected Councillors.
- At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year at the first meeting after the Annual Town Council meeting.
- A quorum at the Committees meetings will consist of **three elected members.**
- The Committee shall be able to constitute Panel to address Grievance and Disciplinary Hearings (Appendix 1)

### **Record of Proceedings**

- The committee will meet quarterly – June, September, December & March
- Additional meetings will be convened to deal with urgent matters as they occur
- Written minutes will be taken to record the Committee’s decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting apart from matters where the Committee has delegated powers. The Town Clerk will be responsible for arranging the recording and distribution of the minutes.

### **Responsibilities**

**Primary Purpose: to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.**

**The Committee has full delegated powers in respect of**

1. Administering the Council’s Grievance and disciplinary procedures and taking the appropriate action in accordance with Council policies.
2. Ensuring that all staff have an annual appraisal
3. Ensuring that the Council is kept up to date with developments in employment law by employing specialist HR support
4. To ensure the Health and Safety needs of staff employed are met by providing appropriate working spaces, tools and equipment and training in partnership with the appropriate committee.
5. To undertake training identified from time to time to support their role

**And will make recommendations to Full Council/F&GP in respect of: -**

1. To consider and submit to F&GP Committee any estimates of staffing and training costs for the forthcoming year by November each year.
2. A bi-annual review of contracts, staffing policies and procedures
3. Issues relating to recruitment, retention and development of all staff
4. The determination of the pay and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice

5. The review of the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically based on reports from the Town Clerk
6. To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council
7. Consideration of requests to exercise Local Government Pension Scheme (LGPS) discretions as outlined in the Council's Employer Discretions Policy.
8. To consider any issues referred to the committee by Full Council

# PADSTOW TOWN COUNCIL

## **Grievance and Disciplinary Hearing Panel**

Terms of reference for the Panel for consideration and inclusion in the Staffing Committee's Terms of Reference are as follows:-

- Panel to consist of three panel members of mixed gender, wherever possible (from within the Staffing Committee);
- Two members acting as substitute Sub-Committee members (from within the Staffing Committee); if necessary;
- Where possible, all members serving on the Grievance and Disciplinary Hearing Panel to have undertaken appropriate training and/or taken actively take advice from Council's HR advisors;
- The Grievance and Disciplinary Hearing Panel to be given delegated power to make a decision on Grievance and Disciplinary matters on behalf of the Town Council reporting the Panel's decision to the Staffing Committee for information;
- Panel to follow Council policy in respect of any Grievance or Disciplinary matter;
- If changes to any Council policy or practice are required as a result of their considerations, the Panel to recommend such changes to the Staffing Committee for them to consider who in turn will recommend any changes to Council.

## **Dealing with Appeals:**

Only the Full Council can elect an Appeal Hearing Panel as follows:-

- Three panel member of mixed gender, wherever possible (who are not members of the Staffing Committee) with;
- Two additional members acting as substitute members, if necessary (who are not members of the Staffing Committee);
- Where possible, all members serving on the Appeal Hearing Panel to have undertaken appropriate training and/or taken actively take advice from Council's HR advisors;
- The Appeal Hearing Panel to be given delegated power to make a final decision on appeals matters on behalf of the Town Council reporting the Panel's final decision to the Staffing Committee for information.

## Staffing Scheme of Delegation

### Proper officer

The Town Clerk is designated and authorised to act as the Proper Officer for the purpose of all relevant sections of the local Government Act 1972 and any other statute requiring the designation of a Proper Officer

**General Matters** – members of staff have delegated powers as outlined below in addition to any delegations given for specific works/projects by Council or Committees with the appropriate delegated powers.

TC – Town Clerk, A/RFO – Accountant, OSS – Outsider Services Supervisor

|                 |  |                   |
|-----------------|--|-------------------|
|                 | In the absence of the Town Clerk to exercise any functions delegated to the Town Clerk   | A/RFO             |
| <b>Staffing</b> |  |                   |
| <b>1</b>        | To engage temporary staff as and when required within budget   | TC                |
| <b>2</b>        | To authorise overtime for all staff  | A/RFO, TC         |
| <b>3</b>        | To approve staff expenses claims   | A/RFO, TC and OSS |
| <b>Finance</b>  |  |                   |
| <b>1</b>        | To enter into contracts for the purchase and supply of goods and services providing within budgets set and projects approved by Council      | A/RFO, TC and OSS |
| <b>2</b>        | To hire plant from contractors and engage specialist sub-contractors providing within budgets set and projects approved by Council           | A/RFO, TC and OSS |
| <b>3</b>        | To sell or otherwise dispose of surplus materials, equipment and goods, salvage scrap and other waste providing not listed in asset register | TC, A/RFO and OSS |
| <b>4</b>        | To use the repairs and maintenance budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment               | A/RFO, TC and OSS |

|       |  |  |
|-------|--|--|
| 5     | To incur urgent expenditure in respect of any H & S risk within the parish until a meeting of the Council can be called and to designate officers to carry out emergency functions   | TC                                       |
| 6     | To operate the Council's banking arrangements  | A/RFO, set up payments, TC to authorise. |
| 7     | To pay salaries  | A/RFO                                    |
| 8     | To collect all income due to the Council including appropriate interest and costs  | A/RFO                                    |
| 9     | To waive excess charges incurred as per the Council's policy   | TC and A/RFO                             |
| 10    | To provide banking facilities for the Mayor's Charity account  | A/RFO                                    |
| 11    | To take any proceedings or other steps as necessary to enforce and recover any debt owing to the Council   | A/RFO                                    |
| Legal |  |  |
| 1     | Subject to prior consultation with the Mayor &/or other relevant Committee Chairs to take all appropriate steps to secure the Council's legal position in cases of urgency with regard to its assets or in aid of its statutory functions. | TC, A/RFO                                |
| 2     | To make applications for all statutory consents necessitate by any approved Council proposal or development  | TC                                       |
| 3     | To sign any document necessary to give effect to any decision of the Council on behalf of the Council  | TC                                       |
| Other |  |  |
| 1     | To grant permissions for use of recreational open space in accordance with Council policy – if any – and statutory requirements  | TC                                       |



|   |   |    |
|---|---|----|
| 2 | To issue free parking permits in accordance with council policy   | TC |
| 3 | Subject to necessary approvals to erect or authorise street furniture, barriers signs etc   | TC |
| 4 | To allocate burial spaces and issue deeds of exclusive rights and approve wording on memorials                                    | TC |
| 5 | To alter the date or time of a Council or committee meeting following consultation with the appropriate Chair                     | TC |
| 6 | To decide arrangements for closure of the Council offices in the Christmas/New Year period subject to consultation with the Mayor | TC |
| 7 | Banners on railings – to agree to location of banners – HRT June 2012   | TC |