

# PADSTOW TOWN COUNCIL

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Kathy Pemberton  
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12 June 2019

**TO: MEMBERS OF THE STAFFING COMMITTEE**

Councillors A Rickard (Chairman), F J Bealing, R Buscombe, R Higman and 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 18 June 2019 at 6.00 pm.**

Yours faithfully

*K E Pemberton*  
Kathy Pemberton  
Town Clerk

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## Agenda

### Press & Public are invited to attend

1. To receive **apologies for absence**
2. **To receive announcements:** for information only.
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
4. **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.
5. **To agree the minutes** of the meeting held on **Tuesday 21 May 2019 (1)**
6. **Employee Handbook:** To receive an update to Employee Handbook and discuss and decide on way forward. (2)
7. **Date of next meeting:** Tuesday 17 September 2019 Time: 6.00 pm
8. **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.

9. **To agree the confidential minutes** of the meeting held on **Tuesday 21 May 2019** (3)
10. **Appraisals:** To receive an update on latest issues and discuss and decide on way forward. (4 - 8)
11. **Staff Update and Issues:** To receive an update on latest issues and discuss and decide on way forward. (4 & 9-18)
12. **Overtime, Sick Leave and Training:** To note update for information. (tabled)

**PADSTOW TOWN COUNCIL**  
**Minutes of the Staffing Committee meeting held on Tuesday 21 May**  
**2019 at the Council Offices, Station House, Station Road, Padstow**  
**At 8.02 pm**

**Present:** Councillors F J Bealing, R Higman, and A Rickard

**In Attendance:** Mrs K Pemberton (Town Clerk and Minute Taker)

- S2019/1**            **Election of Chairman/Vice Chairman:**  
i) **RESOLVED** that Councillor A Rickard be re-elected as Chairman whereupon he took the chair.  
ii) **RESOLVED** that no Vice-Chairman be elected
- S2019/2**            **Apologies for absence:** Apologies were received from Councillors R Buscombe and Mrs T Walter
- S2019/3**            **Announcements:** There were no announcements.
- S2019/4**            **Declarations of Interest:** There were no declarations of interest.
- S2019/5**            **Public Participation:** There was no public participation.
- S2019/6**            **RESOLVED** that the **minutes** of the meeting held on **Tuesday 19 February 2019** be signed as a true record of the meeting.
- S2019/7**            **Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** that no changes be made to the Committee's Terms of Reference and Staffing Scheme of Delegation and they be adopted unchanged.
- S2019/8**            **Date of Next Meeting:** Tuesday 18 June 2019 at 6.00 pm
- S2019/9**            **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2019/10**           **Confidential Minutes: RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 19 February 2019** be signed as a true record of the meeting.
- S2019/11**           **Staff Update and Issues:** See confidential minutes.
- S2019/12**           **Overtime, Sick Leave and Training:** The update as per the agenda papers was noted.

Meeting closed at 8.35 pm

## **PADSTOW TOWN COUNCIL**

### **STAFFING COMMITTEE: 18 JUNE 2019**

#### **AGENDA ITEM 6: Employee Handbook**

Our HR advisors Ellis Whitham have advised us of changes to be made to our Employee Handbook, the full Handbook is sent under separate cover with this agenda. Main changes are outlined below however, other amendments have been made within the document which they have highlighted (pages 14 and 70 of the Handbook).

Changes:-

- Changed all references to Incapacity Benefit to Employment Support Allowance.
- Amended section 5.1. The courts have recently ruled that if an employee is paid regular overtime payments then these should be taken into account when calculating holiday pay. If an employee does receive regular overtime payments then a week's holidays pay should be calculated by reference to their average pay in the 12 week period before the holiday.

Staffing Committee are asked to consider the same as these are recommendations from our HR advisors the Town Clerk considers they should be approved.