

**PADSTOW TOWN COUNCIL**  
**Minutes of the Staffing Committee meeting held on Tuesday 18 June**  
**2019 at the Council Offices, Station House, Station Road, Padstow**  
**at 6.00 pm**

**Present:** Councillors R Higman (Chairman for the meeting), F J Bealing, R Buscombe and T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk) and 1 member of the public

**S2019/13**            **Apologies for absence:** i) were received from Councillor A Rickard; and ii) in the absence of the Chairman, Councillor R Higman was elected Chairman for the meeting whereupon he took the chair.

**S2019/14**            **Announcements:** There were no announcements.

**S2019/15**            **Declarations of Interest:** There were no declarations of interest.

**S2019/16**            **Public Participation:** There was no public participation.

**S2019/17**            **RESOLVED** that the **minutes** of the meeting held on **Tuesday 21 May 2019** be signed a true record of the meeting.

**S2019/18**            **Employee Handbook:** The Town Clerk referred to the Employee Handbook which included tracked changes to be made and tabled an updated report outlining proposed changes as per advice from Council's HR Advisors. Changes were:-

- Deletion of references to Incapacity Benefit to Employment Support Allowance throughout;
- Amendment to Section 5.1, as per tracked change, to reflect court ruling if an employee paid regular overtime which should be taken into account when calculating holiday pay;
- Inclusion of new paragraph 19.6, as per tracked change, to reflect checks online with paper counterpart licenses being replaced by online digital service;
- Removal of paras 3.15 through to 3.22 as the Fit for Work Service has been withdrawn;
- Front cover to be amended to June 2019 and pages renumbers and contents as appropriate.

**RESOLVED TO RECOMMEND TO COUNCIL** the amendments as outlined above as per the tracked changes within the document as per the advice of Council's HR advisor.

**S2019/19**            **Date of Next Meeting:** Tuesday 17 September at 7.00pm

- S2019/20**            **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2019/21**            **Confidential Minutes: RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 21 May 2019** be signed a true record of the meeting.
- S2019/22**            **Appraisals:** See confidential minutes.
- S2019/23**            **Staff Update and Issues:** See confidential minutes.
- S2019/24**            **Overtime, Sick Leave and Training:** There were no further updates since the last meeting.

Meeting closed at 6.43 pm