PADSTOW TOWN COUNCIL

Minutes of the Personnel and Staffing Committee meeting held on Tuesday 20 January 2026 at the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors M Rickard (Chair), Mrs J Dawe (Vice Chair), K Freeman, and A N Rees

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Assistant Town Clerk/Assistant RFO and minute taker)

PS2025/40 **Apologies and Announcements:** i) Apologies were received from Councillor A Hoskin; and ii) There were no announcements.

PS2025/41 **Declarations of Interest:** There were no declarations of interest.

PS2025/42 **Public Participation:** There was no public participation.

PS2025/43 **Minutes: RESOLVED** that the minutes of the meeting held on Tuesday 11 November 2025 be signed as a true record.

PS2025/44 **Date of next meeting:** Tuesday 17 March 2026 at 7.00pm was noted.

PS2025/45 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

PS2025/46 **Committee Works i) Update:** was noted for information. **ii) Programme:** was noted without amendment.

PS2025/47 **General Personnel and Staffing Matters:**
The Town Clerk left the meeting for the following item.
The Chair referred members to the agenda report and consideration was given to the information therein.

RESOLVED to note the information and ratify the actions taken as detailed in paragraph 3.1 of the agenda report.

The Town Clerk returned to the meeting.
The Town Clerk provided a verbal update to Committee regarding general staffing matters. Consideration was given to a staff member participating in National Bring Your Child to Work Week 2026. It was noted this would be for one day, not the whole week, and that as this would not be work experience the child would remain in the care of their parent.

RESOLVED to agree the request to participate in National Bring Your Child to Work Week, for one day during the w/c 2 February 2026.

There was a brief discussion of the work progress document which the Town Clerk had recently updated. Councillors commented that this was a useful tool to see how much work is ongoing in the background. The Town Clerk commented that the team were pleased to see several items now completed.

The Town Clerk provided an update on how both the inside and outside teams were working together to manage recent sickness, holiday leave, and storm Goretti. Committee expressed thanks to Outside Operative, Anthony McPherson for his assistance over the Christmas period.

PS2025/48 **Civility and Respect Pledge:** Committee's views on the Council signing the Civility and Respect pledge spearheaded by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) were sought. They were supportive of the scheme and the associated Councillor's Statement of Assurance.

Consideration was given to the Model Councillor-Officer Protocol. It was felt parts of the Press and Media section contradicted the Council's own policy but otherwise the protocol would be beneficial.

RESOLVED i) to note that the Civility and Respect Pledge is a Full Council decision but to confirm the Personnel and Staffing Committee can provide assurance to Council that statements 2, [training programme], 3 [Code of Conduct], and 4 [workplace governance] are in place.

RESOLVED TO RECOMMEND TO COUNCIL to i) adopt the Model Councillor-Officer Protocol as per the "to follow" paper, subject to placing it in the Town Council template and under Press and Media: a) replacing "Media Protocol" with "Press and Media Policy" at the end of the first paragraph; and b) removing all paragraphs after the first; and ii) the importance of each Councillor signing up to the Councillor's Statement of Assurance.

PS2025/49 **Staffing Handbook Review:** The Chair referred members to the handbook for review. Comment and thanks were expressed to the Town Clerk for the level of work involved. Consideration was given to the highlighted comments, tracked changes, and appropriate governance arrangements. With Committee agreeing to the draft handbook subject to the following:

- Pg 19, inclusion of Staff Identification Badges Policy
- To amended paragraphs as highlighted in the document in pages 22 and 36.
- To deletion of paragraphs as highlighted in the document in page 25, 33, 59, 74, 75, 77 and 78.
- To acceptance of tracked changes as highlighted in the document in pages 41, 42, 44, 52, 56, 57, 58, 60, 61, 64, 65, 66, 67, 68, 70, 72, 75 and 78
- Pg 59 inclusion of Redeployment paragraph.
- Pg 68 inclusion of Redundancy Policy.

RESOLVED TO RECOMMEND TO COUNCIL i) to adopt the Employee Handbook subject to any final typographical amendments, finalising/tidying up the document and placing it in the appropriate template; and ii) to agree to the delegated responsibilities as detailed in the Governance Arrangements Document for Performance Improvement and Short-Term and Long-Term Absence (Appendix A)

PS2025/50 **Updates: i) Overtime:** There was no overtime to report. **ii) Sick Leave:** The report was noted for information. **iii) Councillor/Staff Training:** Recent staff training was noted for information. There was no Councillor training to note. **RESOLVED** i) that the Town Clerk look into face-to-face training in respect of Equality, Diversity and Inclusion, and Data Protection and that this include both Councillors and Staff; and ii) to agree the recommendation set out under b) of the agenda report be **RECOMMENDED TO COUNCIL**.

Meeting closed at 7.40 pm