

ST. JUST-IN-PENWITH TOWN COUNCIL

St. Just Library and Town Council  
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Date 22 March 2023

**STAFFING COMMITTEE**

Dear Councillor

You are hereby summoned to attend a meeting of the Staffing Committee to be held as follows:

**DATE: MONDAY 27 March 2023**

**TIME: 6.00 P.M.**

**VENUE: Library**

For the purpose of transacting the business on the agenda below.

Cas Leo Town Clerk

To:

Chairman: Martin Cavell

Vice Chairman: Robert Chadder

Committee

Daisy Gibbs  
Farmer Morris  
Fynn Tucker

## St Just-in-Penwith Town Council - Staffing Committee Meeting

### AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

*“That under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item(s).”*

4. Minutes

To consider passing the following resolution:

*That the Chairman signs as a true and accurate record the Minutes of the Staffing Committee Meeting held on 5/12/22.*

5. All aspects of staffing

#### New Posts

Discussion on the Deputy Clerk post following the successful completion of the 6 months' probation.

The Apprentice update on the recent recruitment process (chair).

The Facilities Manager role which is hold.

#### Training

Clerk/Deputy have attended and passed Workplace First Aid, the course was delivered remotely and Library staff will be encouraged to do the same course later in the year.

#### Pensions Administration

The council are now in the I connect system with the LGPS with Cornwall council.

### Leave Entitlement

All staff including part time are entitled to extra hours leave and this will be added to leave records e.g., a full-time worker on 37 hours gets 1 day extra someone on 18.5 would get 0.5 of a day and so on from 1 April 2023.

All staff have been attempting to use up leave; especially during February/March 23 but they still have a little leave left to carry over. It is recommended that all remaining leave is carried over, once the new member of staff is fully established this will ease pressure on Library staff to take leave.

### Staff Appraisals

All staff appraisals will be completed by 31 March 23 all staff have met the satisfactory performance level.

### Progression in the Pay Scale's

Three members of staff are still progressing towards the top of their pay scales all the other remaining staff have reached their top grade. Subject to satisfactory performance the following 3 staff should move to their next grade on 1 April 23.

Library Cleaner from SCP 2 to 3 increase of 20p  
Senior Library assistant SCP 9 to 10 increase of 22p  
Town Clerk & RFO SCP 39 to 40 increase of 54p

### New Amended policy documents

To review and agreed the policy documents to recommend them to go to the full council meeting in April 23.

### Staff Request

Senior Admin Officer Role wishes to reduce from 15 hours to 10 hours From 1 April 2023.