

MINUTES of the STAFFING & PREMISES COMMITTEE held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Monday 27 September 2010 at 12.30 p.m.

PRESENT

Cllr B F Angwin  
Cllr W F East  
Cllr Mrs S James

Cllr C S McClary  
Cllr M Nicholls

TOWN CLERK

Elaine Baker

S&PC.01 ELECTION OF CHAIRMAN

RESOLVED: That Cllr B F Angwin be elected Chairman of the Staffing & Premises for the remainder of the municipal year.

S&PC.02 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Thomas.

S&PC.03 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Cllr Mrs S James be elected Vice-Chairman of the Staffing & Premises Committee for the remainder of the municipal year.

S&PC.04 DECLARATIONS OF INTEREST

None received.

S&PC.05 TIMETABLE OF MEETINGS

RESOLVED : That the following calendar of meetings for the remainder of the current municipal year be approved:-

- Monday 13 December 2010 at 12.30 p.m.
- Monday 21 March 2011 at 12.30 p.m.

It was also AGREED that as from the next municipal year, the committee would meet four times a year in June, September, December and March on the Monday following the first Council meeting in those months.

S&PC.06 WORK PROGRAMME

The committee considered the content of its work programme for the remainder of this municipal year.

The Town Clerk advised the committee that the Council currently did not have an approved appraisal scheme or any employee / staff related policies and that this was an important area of work which needed to be addressed as a matter of urgency.

The committee also considered its responsibility in relation to premises for which the Council had responsibility. Although the Council building was owned by Cornwall Council, the Town Clerk confirmed that the Council was responsible for the internal decoration of that part of the building which it used. However, there was currently no financial provision within the budget for building maintenance and it was suggested that an amount should be set aside in next year's and possibly subsequent financial year's budgets to address this shortfall.

That the Council be **recommended** to approve the following work programme for the Environment & Tourism Committee for the remainder of this municipal year.

- (a) That new draft policy documents be brought forward for consideration by the committee at its next meeting in December relating to the following:-
  - Staff Appraisal Scheme, Grievance Procedure, Disciplinary Procedure, Data Protection Policy and IT Policy.
- (b) That consideration is given to the inclusion of £1,000 in the 2011 / 2012 budget for building maintenance at the Precept Meeting on 6 December 2010.

Meeting closed at 13.05 p.m.

Chairman