

St Cleer Parish Council

Minutes of the Parish Council Extraordinary Meeting on 27th May 2020, held on GoToMeeting (virtual)

Penelope Andrews, Councillor		In Attendance
Martin Brunt, Councillor		Apology accepted
Sue Harbord, Councillor	Chair of Council	In attendance
Suzanne Horsfield, Councillor		In Attendance
Jon Prinn, Councillor		In attendance
Clive Sargeant, Councillor		Absent
Brian Seage, Councillor		In Attendance
	Vacancy	
Brian Smith, Councillor		In attendance
Tony Turton, Councillor		In Attendance
Chris Ullman, Councillor		In Attendance
Derris Watson, Councillor		In Attendance
Andy Webb, Councillor	Vice Chair of Council	In Attendance
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	In Attendance
Roni Jones		In Attendance
Members of the Public		1

Item	Apologies for Absence
1	As above
2	<p>Members declarations</p> <ul style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registerable interests c. Declarations of gifts d. Applications for dispensation <p>SH and SxH dedared an interest in the item related to fees for the Youth Club JP and BSm had satisfied themselves that they had no interest but had determined that they would abstain from planning applications as noted below</p>
3	<p>Allow up to 15 minutes for written public questions submitted in advance (please email clerk@stcleerparishcouncil.gov.uk by Monday 25th May 2020 at 13.00h) Then</p> <p>Correspondence:</p> <p>Well Lane wall A car accident had demolished a resident’s wall and the resident was asking for bollards as this has happened before. It was being managed by ME and noted it may take some time to resolve</p> <p>Footpath 624/8/17 (Blocked and being addressed by the enforcement officer)</p> <p>Common Moor Defibrillator Consultation ongoing with Common Moor Hall</p> <p>Permission for general practitioners covering St Cleer to offer appointments (if it is suited to their needs) from the Sports Pavilion (with suitable deep cleaning to be offered post final use) This was proposed by AW and seconded by PA; Motion Carried</p>

4	<p>Minutes of Previous Parish Council meeting To receive and approve minutes of the last meeting(s)</p> <ul style="list-style-type: none"> • 26 February 2020 • 18 March EXO • 6 May Community Engagement and Emergency Planning (To Note) • 13 May 2020 Estates (to Note) • 14 May 2020 HR (To Note) • 20 May 2020 FGPC (To note) <p>The minutes of the EXO in March and Parish in February were offered as an accurate record, this was proposed by SH and seconded by JP; Motion Carried</p> <p>Report of meetings attended on behalf of the Parish Council CU gave a brief overview</p> <p>Councillor Training 15th April 2020 7.15pm Cancelled to be reconvened when new councillor appointed HR have circulated a Lockdown Quiz, it was reported as well received by Councillors</p>
5	<p>Matters Arising Application to be co-opted to Council – NIL</p> <p>Coronavirus Support Group It was proposed that the grant be allocated to the budget head for S 137 Grants, this was proposed by SH and seconded by JP; Motion Carried</p> <p>NDP Questions from Councillor Seage SH outlined her responses to the questions posed on 19th March 2020</p>
6	<p>Standing orders amendment</p> <p>At the March EXO an exigent amendment was made to the Standing orders which was now superseded and CALC had provided an amendment. <i>To resolve to adopt the Standing Orders 2020 (appended) with the CALC supplement to meet the statutory requirements for the holding of remote meetings. This lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.</i></p> <p>Proposed by PA and seconded by SH, JP AW and BS (Rescission motion); Motion Carried</p>
7	<p>Update from Cornwall Council</p> <p>In some ways the business of Cornwall Council is gradually returning to normal. Meetings are reformatted as virtual meetings, such as this one is virtual and it requires a different way of working together. We are finding that meetings of necessity are shorter, with less items on the agenda with greater delegation to officers and the Cabinet. This arrangement is a balance of achieving sufficient support from Councillors whilst ensuring that the Council can act quickly to deal with ever-changing circumstances.</p> <p>Virtual Planning Meetings are scheduled for June following Councillor training, Community Networks will start to meet (virtually) in June, Licensing is up and running and our briefings are happening weekly.</p> <p><u>Case work</u> has dropped off but I receive a steady stream of enquiries around housing, planning issues, and alleged Covid-19 regulation contraventions. I have been pleased to support the volunteer group in St Cleer with £500 from Community Chest. Concerns were expressed about the number of people using the Minions moor but when I visited on Bank Holiday Monday it was crowded but people were social-distancing and dogs were on leads.</p> <p>I was pleased to be asked to join Cllr. Ullman's virtual Environmental Group meeting</p> <p><u>Support:</u> Cornwall Council has been supporting people to meet their needs depending on their circumstances through Volunteer Cornwall and businesses are supported through the Growth Hub: https://www.ciosgrowthhub.com/. Following the payment by the Council of over £200 million of business support grants, a new discretionary scheme opened on Friday targeting businesses that were not able to access the original grant scheme. https://www.cornwall.gov.uk/smallbusinessgrant</p> <p><u>Schools:</u> Cornwall Council is not insisting that all schools are open to Reception Year, Year1 and Year 6 on 1 June as it believes the key is that schools extend their opening with the safety of pupils and staff at the heart of their decisions.</p>

Local Management: As a result of a joint expression of interest, the Council will be joining forces with Devon County Council as one of 11 areas across England leading the way in the development of new local management plans to reduce the spread of the virus. As part of this work, Cornwall Council will need to ensure testing capacity is deployed effectively to high-risk locations and work closely with the test and trace service, local NHS and other partners to achieve this. The Government has created a £300 million funding package to support the development of the plans by all local authorities in England, although guidance is awaited as to how this will be allocated.

Household waste recycling centres opened on 19th May but only for garden waste and black bag rubbish only, and only where this is causing an issue at home. To spread the demand, cars with an even number in their number plate can turn up on even month days and an uneven numbers on an uneven month date. More information is available on the website.

8 Delegated Decision Register

The register of decisions needed to be retrospectively ratified by Parish. The chair called for questions or comments but there were none accordingly it was proposed to ratify the register by JP and seconded by BS; Motion Carried

ST CLEER PARISH COUNCIL - OFFICER DELGATED DECISION REGISTER 2020

The following are decisions that have been taken by the Clerk as Proper Officer of the council under the Emergency Scheme of Delegation as a result of the Coronavirus Bill 2020 and associated Government Restrictions. The Register is made in accordance with the 2014 Openness of Local Government Bodies Regulations.

Date of Decision	Reference Number	Decision made with	Financial Value	FOI / GDPR Exempt?	S137 Yes or No	Details
				Yes	-	
1.4.20	2	FGPC	£ 28.80	No	No	Payment of NDP website domain renewal
				Yes	-	
6.4.20	4	SLCC	£ 78.00	No	No	Joint membership with Cornwall SLCC to GoToMeeting; subscription shared amongst users and therefore final cost TBC but will be less than £78
9.4.20	5	Full Parish	£ 219.00	No	Yes	Grant to St Cleer Coronavirus support group - travel
23.04.20	6	Insurers	£ 185.00	No	No	Remedial works to Crows Nest Bus Shelter - to be reclaimed from Insurance in due course
23.04.20	7	Delegated Auth	£ 251.00	No	No	Return of unspent NDP grant (mandatory)
29.04.2020	8	Delegated Auth	-	No	No	To allow the community to use the Phone Box as a book exchange
4.5.20	9	Delegated Auth	£ 24.00	No	No	Hire of floor cleaner from Caradon tools
11.5.20	10	Delegated Auth	£2.5K Gain	No	No	To apply to the FA for a grant for pitch preparation

9 Update from Community Engagement and Emergency Planning Meetings

To adopt the appended Reversal of Lock down Protocol and Risk Assessment for outdoor working
PA spoke to the considerations and actions put in place to enable community working and to forward plan for re-opening the RA and Plan was proposed by PA and seconded by AW; Motion Carried

To note the receipt of grant from Cornwall to underpin the CEP; Delegated Authority to Estates to discharge this Grant in partnership with the CEP working Group
Proposed by SH and seconded by PA; Motion Carried

10 Estates Meeting Update

Motion to manage the Skatepark Tender

To advise ITT applicants that those referred to as 1 and 3 will be called to present in January 2021 (at the earliest) and to dismiss application 2; Proposed by JP and seconded by SxH; Motion Carried

Motion to install Wi-Fi at the Pavilion

To install Wi-Fi using BT but ONLY if they can guarantee that this is on fibre broadband and the speeds compatible with the needs to live stream. In year 2 or 3 look to change supplier to a price advantage.

Proposed by JP and seconded by TT; Motion Carried

Motion to progress replacement of the Crows Nest Bus Shelter

It was proposed by JP:

That Shelter Solutions be asked to replace the shelter at Crows Nest for £2,915; glass side towards the road

That they be asked to place rolls of pre purchased grass to the roof at install (small additional cost and ensuring that the guarantee is not invalidated)

	<p>That the grass rolls will be pre seeded with native bee friendly seeds (small additional cost) That provided by St Cleer Parish Council be incorporated to the order (small additional cost) It was seconded by SxH; Motion Carried</p> <p>SH and SxH left the meeting Motion to waive the fees of all renters (Football, allotments, youth club) for 2020/2021) At a cost to parish of £4135 all rental fees for this financial year are to be waived to mitigate the impact of Covid 19; Proposed by JP and seconded by BSm; Motion Carried SH and SxH returned</p> <p>Motion to defer the Review of the football SLA to March 2021 given not a full season has transpired. To roll over the review of the Football SLA to March 2021 Proposed by JP and seconded by AW; Motion Carried</p>
11	<p>Finance Meeting Update To note 5-day protocol on PA 20/ 00521 1 Stanton Row was 'Agree to disagree'</p> <p>To adopt the recommendations of the FGPC to agree the Closing Balances (Circulated) and questions for the AGAR this was proposed by BSm and seconded by SH; Motion Carried The Following was discussed in the round and no questions tabled:</p> <ul style="list-style-type: none"> • Update on progress of AGAR 2020 • April Figures (Circulated – spend at 6%) • Arrangements for APM 2021 • SH indicated that the AMPC could go ahead in July 2021, virtually • To notes: https://www.goodbusinesscharter.com/our-10-components/
12	<p>Planning Applications since the last meeting (additional applications received prior to the meeting will be added to this list). The St Cleer NDP is to be found here: https://plansupport.services/wp-content/uploads/2019/11/st-cleer-parish-ndp-mark-2-Deposit-Draft-Corrected2-compressed.pdf</p> <p>Application PA20/03486 Proposal Erection of new dwelling in garden with associated works. Location Homefield Tremar Coombe Tremar Liskeard Applicant Mr And Mrs A Bates Grid Ref 225489 / 68652</p> <p>Bsm abstained. It was proposed by AW and seconded by PA that there be an objection made; Motion Carried. Reasoning NDP Boundary and design, common land access; impact on bridal way and trees / flora and fauna; proximity to Trethevy Quoit and the use of the access being compromised</p> <p>Application PA20/03006 Proposal Removal of existing mundic extension and replacement with timberframe extension. Location Jasper Cottage Tremar Coombe Tremar Liskeard Applicant Mrs Dawn Axford Grid Ref 225439 / 68452</p> <p>Bsm and JP abstained. Proposed by DW and seconded by CU for support; Motion Carried</p> <p>Application PA20/04060 Proposal Extension and re-modelling of existing ancillary accommodation Location Little Pellagenna Dobwalls Liskeard Cornwall Applicant Dr And Mrs M Metcalfe Grid Ref 221668 / 66617</p> <p>Proposed by DW and seconded by TT for support; Motion Carried</p>
13	<p>HR Meeting update To Adopt the Lone Worker Policy and attendant RA circulated Proposed by AW and seconded by JP; Motion Carried. It was noted that a HSE assessment be commissioned for the Clerk and a Lone Worker App / Device be investigated by BSm and JP and that given costs associated HR would meeting in June to bring further motion to Parish</p>

To adopt HR TOR (with Pay Policy) (Circulated)

This is an annual review with very minor amendments. Proposed by AW and seconded by JP; Motion Carried

To note the Clerk Workplan (Circulated)

To note the Lockdown Quiz (Circulated)

Motion to restrict the meeting (non Councillors will be dismissed from the meeting at this point)

Proposed by SH and seconded by AW; Motion Carried

HR Matters

The Clerks hours were to be set at 21 per week effective 1.6.2021 proposed by AW and seconded by BSm; Motion Carried

A vote of appreciation was noted for the Caretaker in his change of job description and work undertaken in the last year was much appreciated by Parish – Clerk to write to Caretaker

<p>Community Engagement meeting 6.5.2020 at 7pm Virtual Meeting Notes</p> <p>Present: Sue Harbord, Brian Smith, Penelope Andrews, Clerk Apologies: Jon Prinn</p>
<p>Social Media</p> <ul style="list-style-type: none"> No issues with content Use of humour noted Prudent to remain with the Clerk only Increase in membership noted Useful to put planning applications and links to agendas/ minutes on the profile page (especially whilst virtual) See VLOGs
<p>St Cleer News / Granite Post</p> <ul style="list-style-type: none"> No issue with content Useful as educational tool Continue
<p>Podcasts/ VLOGs</p> <ul style="list-style-type: none"> A 2-minute video about each meeting held might be more engaging than offering minutes to the social media audience Once we are meeting face to face again, we will need to live stream to May 2021 Links to need for WIFI
<p>Website</p> <ul style="list-style-type: none"> Costs from £200 with £4/500 fee to £10,000 quoted Western Web not applying Not progressed satisfactorily Photo Competition discussed
<p>Virtual Meetings – 2021 ending of virtual access</p> <ul style="list-style-type: none"> See above
<p>Notice boards</p> <ul style="list-style-type: none"> Not urgent but need to keep on the agenda that noticeboards for minutes and agendas need to be provided in Darite and Common Moor at the least
<p>Branding / Corporate Identification</p> <ul style="list-style-type: none"> Positive PR being missed in the absence of notices at Horizon, Allotments and Outdoor gym Opportunity lost in having dedication tags on the new benches saying 'provided by St Cleer Parish Council' or similar. (consider retro fitting) Need to start being more cohesive with purchasing etc

Roni Jones
7.5.20

<p>Emergency Planning meeting 6.5.2020 at 7pm (after Community Engagement) Virtual Meeting Notes</p> <p>Present: Sue Harbord, Brian Smith, Penelope Andrews, Clerk Apologies: Jon Prinn</p>
<p>The above wheel was used loosely for reflective purposes:</p> <p>It was acknowledged that this would be an enormous learning curve for all agencies, not just St Cleer</p> <p>The Community Emergency Plan under construction was never aimed at meeting the sustained assault of Covid; at all times guidelines were aimed at short term interventions 'until the emergency services arrived'; mindful of GDPR and essentially risk averse. Even so it was regrettable that this still had work to be completed on it</p> <p>The Red Cross Reserves model remains largely unused</p> <p>It is noted that many parish and town councils have had different response models</p> <ul style="list-style-type: none"> No provision and reliance on Volunteer Cornwall 100% in house provision – (on site offices and more staffing than St Cleer eg Looe) Appointed Council co-ordinator NOT in Council eg Landulph Reliance on Council led CIC eg Saltash and PL12hub No one formula is right or wrong <p>It is noted most councils did not have EXOs before the shutdown; St Cleer was ahead of the pack on this; it is noted that the lockdown of facilities were 1-2 days ahead of the main.</p> <p>It is noted that by 18.3.20 The St Cleer volunteers were established as the first grant given shows</p> <p>Trish needs to be asked for a case study when the pandemic is over so that learning can be generated</p> <p>There may be more interest in Emergency Planning post pandemic than there was before</p> <p>With a very part time clerk and part time caretaker resilience from within St Cleer PC was not in evidence</p> <p>St Cleer has provided information support for the former Caradon area with Volunteer Cornwall</p> <p>Connectivity (provision of WIFI hotspot at the pavilion and mobile phones with credit) need to be factored in for the main plan as both have become apparent first responders to crisis. Phones to form part of the emergency pack with a form of credit mechanism provided)</p> <p>A plan for reopening was discussed and will be referred to Estates; it is noted that the clerk has made a number of purchases to manage this (sanitiser, dispensers, cordon tape etc)</p>

Roni Jones

ST CLEER PARISH COUNCIL
Committee Terms of Reference 2020-2021

The Council will review and determine the terms of reference for all Committees and Working Parties at the annual meeting of the Council.

Human Resources Committee

Appointment: - The Committee members are appointed at the annual meeting of the Parish Council.

Chairman - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position, resigns from the Council or becomes disqualified from being a member of the Council.

Vice Chairman - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position, resigns from the Council or becomes disqualified from being a member of the Council.

Other members – Other members will be drawn from other committee Chairs or individuals with specific expertise in managing staff and knowledge of legislation in relation to Employment Law. A maximum of 6 may be appointed to this committee

General

The Committee shall comply with all Council’s policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

The Committee will be mindful that no decision can be made by an individual, save where clearly delegated by Council, and scope for this committee are limited to those delegated below and as agreed and Minuted

The Council might consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but will exclude any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Additionally, no recurring financial agreement will be entered into without recourse to Council

Any additional delegation of responsibility will be clearly minuted within the Parish Council minutes, these will usually pertain to matters related to staffing

Recommendations made by this Committee outside of the scope of these terms of reference serve as motions for decision making by Council.

The delegated authority to this committee includes:

Under the direction, leadership and guidance of the Committee Chairman or in their absence the Vice Chair, The Committee shall be accountable and responsible for the following areas of Council Activity and have delegated authority to the limit of the budget set and agreed by Council to carry out these functions. Where any doubt about the powers to commit finance are raised by the RFO the matter should be referred to full Council for ratification.

Specific Responsibilities for Council approval –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council Activity

Title	Commentary
RECRUITMENT	<p>The Committee will have delegated responsibility for the selection and recruitment of the Clerk / RFO; bringing a motion to Parish to ratify the appointment</p> <p>The Clerk / RFO will appoint all other staff as agreed by the HR strategy and modified by Parish from time to time</p> <p>The committee will work within the NALC / CALC policies or guidelines with delegated authority.</p> <p>Any amendment or virement to these policies or guidelines will require the full support of Council</p> <p>Staff are appointed to Salary scales and will be offered pay review in line with the relevant LGA agreement. Should the Committee wish to increase the salary point of any individual, as this will have long term financial implications for Parish, this must be ratified at full Parish Council</p> <p>All staff will have 2 references checked and retained on file. Certificates referred to in application and proof of entitlement to work within the UK must also be collected and kept on file.</p> <p>No staff within the Council require DBS as there is no unfettered access to vulnerable adults or children within the remit of the Parish.</p> <p>Potential Staff that declare a spent conviction will be treated as if this was not in evidence. Staff that declare unspent convictions will be appointed under the delegated authority of the Committee upon the recommendation of the Clerk / RFO; using an appropriate risk assessment</p>

INDUCTION	<p>The committee is entirely responsible for the induction to the Parish of the Clerk / RFO and will appoint a named individual to this task</p> <p>The committee is responsible for ensuring that the Clerk / RFO has provided appropriate induction to any new staff and new Councillors</p>
TRAINING	<p>The Committee will oversee the appropriate policy, training and systems of work for all staff in relation to the work carried out by and for the Council</p> <p>The Committee will recommend to Parish in November annually the budget required to meet the minimum training required by the staff group and any additional training that they consider desirable.</p>
DISCIPLINE AND GRIEVANCE	<p>The Council as a whole is the employer of the Clerk / RFO and as a collective effectively operates as the line manager of the post. The Clerk / RFO advises the Parish of their roles, responsibilities and powers or limitations in this respect.</p> <p>The Committee will delegate 2 or 3 members to manage the grievances of the Clerk / RFO, ensuring that the Code of Conduct is used as appropriate for allegations against Councillor behaviour</p> <p>The Committee will delegate 2 or 3 members to manage any grievance against the Clerk / RFO</p> <p>Upon receipt of any complaint by the Parish in relation to the performance of the Clerk the Committee will:</p> <ul style="list-style-type: none"> • Appoint 2 or 3 members to assess the complaint and consider whether it is justified. They will have the delegated authority to strike out any vexatious, unlawful or spurious complaint made • Any complaint they consider legitimate they will investigate and use the CALC / NALC guidelines and assistance of CALC as required. Should an insurance claim be likely or possible they will advise the insurers and access Radar as required. Once legal advice is given it must be followed. • They will present their findings to the remainder of the committee (minus 2 people) within the agreed timeframes and a motion from the Committee prepared for a Part 2 agenda item of the Parish • Parish will then agree or not the motion, which the committee will enact – effectively applying sanction or exonerating the Clerk / RFO as appropriate. • The Clerk / RFO will have a right of appeal to the 2 individuals not involved in the initial motion to Parish.
TERMS AND CONDITIONS	<p>Pay Policy Statement 2020-2021 (Including terms and conditions)</p> <p>Purpose and aim of the policy statement (as appended)</p> <p>This document fulfils the requirement of the Localism Act 2011 that local authorities prepare and publish a pay policy statement for each financial year. The pay policy statement is intended to provide sufficient information about pay policy to enable local taxpayers to reach an informed view about local decisions on all aspects of remuneration for relevant employees. It also sets the context for the numerical information that is published by the Council under Local Government Transparency Code 2015 and by The Accounts and Audit (England) Regulations 2011.</p> <p>Where the Pay Policy Statement varies from an individual's contract the individual contract will take precedence.</p>

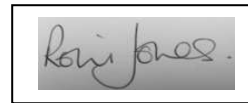
<p>PERFORMANCE MANAGEMENT</p>	<p>The Committee will hold delegated responsibility for the appraisal of the clerk, it will in turn delegate (to no more than 2 members) the duty of conducting at least one (annual) review of the Clerk / RFO. These members will report back to the committee as appropriate and with reference to GDPR. A motion to Parish to approve the appraisal will then be put forward</p> <p>Appraisal ought to be conducted at the end of the civic year; should this not be effected due to external pressure than the members working with the Clerk / RFO over the year will continue in this regard and hand over as soon as possible at the beginning of the civic year.</p> <p>No other staff will be managed, directed or instructed by any Councillor or Committee member in recognition that the Clerk / RFO manages all staff within the Council</p> <p>The Committee will 'grandparent' all performance appraisals of staff directly managed by the RFO / Clerk.</p>
<p>STRATEGY</p>	<p>The committee will be responsible for enabling the Clerk / RFO to create a structure within the Parish staffing and facilities to meet the needs of the parish</p> <p>Any strategy will at least meet the needs and letter of Employment Law and good practice but will aspire to exceed minimum standards so to be considered an excellent employer.</p> <p>This matter will form the basis of a motion to parish for ratification as a Part 2 item on the agenda</p>
<p>SICKNESS AND ANNUAL LEAVE ARRANGEMENTS</p>	<p>The Chairman or in their absence the Vice Chairman of Council will accept applications for annual leave for the Clerk / RFO and make recommendation under delegated authority to the Committee should a locum be required to enable the smooth running of the council</p> <p>The Chairman or in their absence the Vice Chairman of Council will be the single point of contact in cases of RFO / Clerk sickness and will sign any medical certificate received. The content of this will be confidential and filed save the dates it serves.</p>
<p>WELFARE ARRANGEMENTS</p>	<p>Any member of the Committee may be approached by the Clerk / RFO when it is apparent that a welfare matter has emerged.</p> <p>That individual will work with the The Chairman or in their absence the Vice Chairman of Council to resolve the matter as expediently as possible.</p> <p>A spend of up to £500 will be delegated to the The Chairman or in their absence the Vice Chairman of Council should there be a genuine need for spend – this may relate to issues such as special seating or other adaptations to accommodate an individual's personal needs or responses such as the provision of Counselling following issues related to work. The spend will be noted at Parish as 'an Exigent HR matter'</p>
<p>RELATIONSHIP BETWEEN THE CLERK / RFO AND THE PARISH CHAIR</p>	<p>It is recognised that the Clerk / RFO and Chair have a 'special' relationship which essentially is one of mutual governance and support</p> <p>It is further recognised that the Chair appointed by Council may or may not have the experience to manage this relationship and or have this knowledge base and that conflict is frequently noted and to be expected</p> <p>The Committee will have a role in mitigation in these circumstances and may, as required, quite properly provide a buffer between the two, to the benefit of the smooth working of the Parish</p>

	The committee will work with employment law and the code of conduct in this matter
AGENDA AND MINUTES	The Agenda will be published as appended and Minutes will reflect common practice with Part 2 items. Being broadly specific and with full regard to data protection

EXAMPLE PUBLIC AGENDA

ST CLEER PARISH COUNCIL

NOTICE is hereby given that a meeting of the Employment Committee will be held on Wednesday 9th January 2019 immediately following the Emergency Planning Workshop (Approximately 8.30pm) in the Council Sports Pavilion, Hockings House, St Cleer to which members are summoned to attend.



AGENDA

This matter will deal with Restricted items only and as such Public will only be able to attend for the proposal to close the meeting.

	Apologies for absence	
	Members declarations 1. Disclosable pecuniary interests 2. Non-registrable interests 3. Declarations of gifts 4. Applications for dispensations	
	Motion to Restrict the meeting due to the Agenda	
	HR Matters	

Date of the Next Meetings

St Cleer Parish Council

Pay Policy Statement 2020-2021 (Including terms and conditions)

1. Introduction

This pay policy statement describes the Council's policies that relate to the pay of its workforce, particularly its senior officers and its lowest paid workers. It was originally approved by Full Council in May 2019

2. Purpose and aim of the policy statement

This document fulfils the requirement of the Localism Act 2011 that local authorities prepare and publish a pay policy statement for each financial year. The pay policy statement is intended to provide sufficient information about pay policy to enable local taxpayers to reach an informed view about local decisions on all aspects of remuneration for relevant employees. It also sets the context for the numerical information that is published by the Council under Local Government Transparency Code 2015 and by The Accounts and Audit (England) Regulations 2011.

3. Policy statement

The Council is committed to transparent, fair and equitable pay and reward arrangements that provide value for money and enable the recruitment and retention of employees with the skills and motivation to deliver high quality services for Cornwall and its communities. The policies that support these objectives are summarised in section 5.

4. Scope

The pay policy statement describes the pay arrangements that apply to the Council's senior and lowest paid employees. The senior employee is the Council's Clerk and Responsible Financial Officer. The Council's lowest paid employees are those whose terms and conditions of employment are established by the National Joint Council for Local Government Services and amended through local collective agreements from time to time. The Council's lowest paid employees aged over 25 receive a salary equivalent to the minimum of spinal column point 4 on the National Association of Local Councils' pay structure. The Council will honour the Living Wage Foundation's Living Wage as its pay structure minimum.

5. Policy details

The policies set out below apply to the Council's senior officers and its lowest paid employees unless otherwise stated.

5.1 Pay structure

The Council's pay structure for the relevant employees consists of 2 job roles with salary point and ranges. Grades are allocated to roles through a process of job evaluation which establishes the relative value of different roles. Employees are appointed to the minimum of the salary range for the job unless there is a substantial reason for making an exception, for example to secure the appointment of a candidate of the right calibre. The Council uses the NALC and SLCC recommended salary scales. In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Council.

The Council's Staffing Committee is responsible for, amongst other things, recommending the remuneration of the Clerk. Further details on the responsibilities of Staffing Committee are set out in its terms of reference which are available on the Council's office. Where an employee is promoted or regraded to a higher grade they should receive an immediate pay increase. The Council has agreed that it will implement the outcome of national pay negotiations on pay and make appropriate adjustments to its pay structure. The Council's pay structure creates the foundation for the relationship between the pay of all the roles within the scope of the pay policy statement.

5.2 Job evaluation

Job evaluation is used to determine the relative value of roles within the Council. Different elements within each role will accrue a number of job evaluation points. The total number of points accrued will determine the relevant grade for each role. The Council uses the National Association of Local Councils (NALC) Scheme and the NJC Green Book.

5.3 Market supplements

In exceptional circumstances, the Council may pay a market supplement in addition to the salary for a role where, in the absence of such a payment, it would not be possible to recruit and retain suitable employees. The value of the market supplement takes into account the labour market pay information for similar jobs. Any market supplements are reviewed on an annual basis and are varied or ceased as necessary according to the labour market evidence for the role in question.

5.4 Premium payments

The standard working week for employees within the scope of this policy statement is 37 hours, worked from Monday to Friday. For some employees who are required to work outside the normal working week, a premium payment may be due. The premium payments which may be payable are set out below.

5.4.1 Overtime

Overtime is time worked beyond the standard (37 hours) or contracted working week. Overtime is only paid in circumstances where it is not practicable to grant compensatory time-off in lieu. All paid overtime is subject to authorisation in advance by the Clerk. Overtime is paid at plain time with the exception of emergency recall to work after 8pm which attracts a 50% plusage + mileage.

5.4.2 Work on public holidays

Work on public holidays is compensated by time-off in lieu.

5.5 Allowances

5.5.1 First aid allowances

Employees designated by the Council as recognised first aiders are entitled to a First Aid payment. An Addition SCP within the salary range is granted to full time employees designated as recognised first aiders provided that they maintain a current First Aid Certificate. In the case of part-time employees, a pro rata payment is made.

5.5.2 Professional fees

The Council pays the professional fees of employees where the Council's Staffing Committee determines that membership of a professional body is essential for the continuous professional development of an employee.

5.6 Business travel and expenses

Where employees are required to travel in the course of their duties they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used, the cheapest travelling fare should be chosen, for example a monthly or annual season ticket. It is the Council's policy not to pay for first class travel.

5.6.1 Mileage allowances

Where employees use their own vehicles for business purposes, the following allowances will apply in each tax year 45p per mile for the first 10,000 miles, 25p per mile for each mile thereafter.

Where stated in their contracts the rate laid down by the National Joint Council for Local Government Services will be paid which is 65p per mile

5.6.2 Subsistence payments

Employees may claim reimbursement of reasonable additional expenditure actually incurred whilst they are away from their normal place of work and unable to follow their usual arrangements. Such claims will normally be paid only in circumstances where employees are required to travel out of Cornwall and incur an overnight stay. Where it is agreed that the journey will be made in a single day, claims for reasonable reimbursement for lunch and an evening meal will be considered. Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred. All subsistence must be agreed by the Clerk for Staff, and by Full Council for the Clerk.

5.7 Pensions

The Council's policy is to pay a contributory rate of 8% to NEST for the Clerk and 5% for any other staff member opted in to that scheme which is open to all staff not on zero hours contracts.

5.8 Salary and pension payments

The Council does not exclude a person in receipt of a pension from another public sector organisation from applying for and being appointed to a job with the Council. The Council's primary concern is to appoint the best person for the job utilising an effective and fair recruitment and selection process. The Council's policy is to disregard any previous public sector retirement income as that is a matter for the relevant public sector pension fund.

5.9 Retirement

5.9.1 Early retirement The Council's policy is not to allow employees to retire early with an unreduced pension unless a financial saving can be achieved within a period of no more than two years and there is a benefit to the service. However, from 1 April 2014, under the Local Government Pension Scheme Regulations, employees aged 55 or over have the ability to cease employment and draw a reduced pension.

5.9.2 Flexible retirement The Council permits flexible retirement only where there is either a financial or operational benefit to the Council and where the employee's reduced level of earnings together with his or her pension does not exceed his or her pre-retirement earnings. In addition, the Council will not waive any actuarial reduction to an employee's pension benefits and any pension costs to the Council must be recovered within a two-year period.

5.10 Sickness

Employees are entitled to receive an allowance in accordance with the following scale:

During 1st - year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd - year of service	2 months full pay and 2 months half pay.
During 3rd - year of service	4 months full pay and 4 months half pay.
During 4th & 5th - year of service	5 months full pay and 5 months half pay.
After 5 years' service	6 months full pay and 6 months half pay. N.B. For the purposes of calculating "half pay, the rate of pay for the agreed salary month will be used.

6. Pay Multiple

The "pay multiple" is defined as the ratio between the highest paid salary and the median full-time equivalent salary of the Council's workforce. The ratio is 1.6:1

7. Consultation and engagement

The recognised trade unions representing the relevant employees within the scope of this pay policy statement have been consulted on the statement.

8. Performance and risk management

In accordance with the requirements of the Localism Act, this policy statement will be kept under review and, as a minimum, will be reviewed and updated on at least an annual basis to ensure an accurate pay policy statement is published ahead of each financial year. The annual review will be facilitated and coordinated by the Clerk

9. Communicating the policy

The Council will publish its pay policy statement on its website.

10. Changes to the policy

The Council may, at any time, by resolution of the Council, amend this pay policy statement.

11. Information and training

Further information relating to this pay policy statement can be obtained from the Clerk.

12. Evaluation and review

The pay policy statement will be subject to review by no later than 31/03/2021 and ratification by Parish in the May meeting

Adopted from Camelford Town Council with their permission

15.01.2019

Initially agreed at Parish	May 2019
Reviewed by HR	14 May 2020
Reviewed at Parish	27th May 2020

ST CLEER PARISH COUNCIL LONE WORKING POLICY

Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimize potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A grounds man tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for their own health and safety. St Cleer PC recognises that essentially all of its staff are lone workers. The key responsibilities are as follows:

Managers

- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimize those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Risk Assessments

All work must be risk assessed by the incumbent and work not undertaken if there are issues encountered. Specifically, staff have been trained in Risk Assessment and Health and Safety

The risk assessment should be reviewed by any lone worker before undertaking their work. People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager.

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone. This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:	December 2019
Approving committee:	HR
Date of committee meeting:	14.05.2020
Agreed at Parish	
Date for next review:	2021

Based on that of:



t: 020 7637 1865
e: nalc@nalc.gov.uk

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a: 109 Great Russell Street,
London WC1B 3LD

Notes

The Health and Safety Executive have extensive advice and guidance on homeworking, lone working, including guidance on the risks of lone working.

Homeworking: www.hse.gov.uk/toolbox/workers/home.htm

Lone working: www.hse.gov.uk/toolbox/workers/lone.htm

Risks of lone working: www.hse.gov.uk/pubns/indg73.pdf

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

Estate Caretaker and Enforcement Officer in relation to LONE WORKING only								
No	Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
1	Slips, trips and falls	Injury and unable to call for help	1	X	2	2		Carry Mobile phone Know What3Words locations
2	Electrical	Shock, death	1	X	2	2		Caretaker only addresses PAT safety Not authorised to undertake any other intervention
3	Hazardous substances	Ill health / Inhalation	1	X	2	2		Cleaning Materials has a policy and procedure of their own Training Chemicals not mixed
4	Manual handling	Back, neck and limb injuries from lifting heavy loads, e.g. refuse items for disposal, deliveries of cleaning materials, grit etc	2	X	5	10		Training Risk assessment Not moving items too heavy for the individual to lift safely
5	Violence and threatening behaviour	Stress and/or injury from verbal abuse or assault	1	X	2	2		Maintain cordial relationships Use de-escalation techniques Withdraw from the situation

Clerk in relation to LONE WORKING only								
No	Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
1	Desk Area / seat	Postural and Eye issues		X				Adjustable Chair on wheels; Good surface
2	Screens	Postural and Eye issues		X				2 screens at correct height; regular breaks; suitable lighting
3	Fire	Data loss/ Injury		X				Most material is held digitally and backed up
4	Waste	Data loss / Fire accelerant		X				Waste removed fortnightly; public material is all that is recycled without shredding
5	Stress	Ill health		X				Supportive Council; SLCC membership; networking; zero tolerance
6	Manual Handling	Back, neck and limb injuries from lifting						Training Risk assessment Not moving items too heavy for the individual to lift safely
7	Slips Trips and Falls	Injury and unable to call for help						Carry Mobile phone Know What3Words locations
8	Security	Loss for the parish						All material held under double lock and key - Minimal cash kept