

# Agenda



The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

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COMMITTEE:

**To all Members of the Staffing Committee**

COUNCILLORS:

**Councillors: D Wilkins (Chairman) Mrs V Dalley (Vice Chairman), M  
Champion, J P Collins, Z Fox, M Pearce, G Winter**

I HEREBY SUMMON YOU TO A MEETING:

**of The Staffing Committee**

TO BE HELD:

**The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14  
8HA**

ON:

**Wednesday 12<sup>th</sup> December 2018 at 10.30am**

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1. Safety Procedures.
2. To receive apologies for non-attendance.
3. Members to declare disclosable pecuniary interests and non- registerable interests (including the details thereof) in respect of any items on this agenda including any gifts or hospitality exceeding £25.
4. To approve written request(s) for dispensations.
5. Chairman's Announcements.
6. To receive and approve the minutes of the meeting of the Staffing Committee held on the 16<sup>th</sup> October 2018 and the Chairman to sign them.
7. Matters arising, where no substantive item below, for information only.

8. To receive the current net position by code of the Staffing Revenue Budget 2018/2019, note committed expenditure to date and agree any appropriate action. (To Follow).
9. To receive a proposal from Councillor Winter "that Camborne Town Council supports the development of our staff by agreeing to pay for one annual subscription for each member of staff to become a member of a relevant professional body" agree action and authorise associated expenditure accordingly.
10. To review the Training and Development Policy, agree any amendments and approve accordingly.
11. To receive a proposal from Councillor Winter "That at least one member (maximum three) of the staffing committee be actively involved in staff recruitment of council staff. This includes agreeing the wording for job advertisements, agreeing interview questions, participating in screening/short listing and playing an active part in interviews and selection" agree action and authorise associated expenditure accordingly.
12. To receive a report from the Town Clerk regarding the Staffing Committee Draft Revenue Budget 2019/2020 and three-year financial plan. (To follow)
13. To consider the Staffing Committee Draft Revenue Budget 2019/2020 and three-year financial plan and make recommendations to the Finance and General Purposes Committee accordingly. (To Follow)
14. To approve Terms and Conditions for the Camborne Town Council Parking Permit Scheme.
15. To review the Flexible Working Policy, agree any amendments and approve accordingly.
16. To review the Whistleblowing Policy, agree any amendments and approve accordingly.
17. To review the Grievance Procedure, agree any amendments and approve accordingly.
18. To review the Disciplinary Policy, agree any amendments and approve accordingly.
19. To receive the South West Councils Associate Member Newsletters for:
  - i. October 2018
  - ii. November 2018

Agree any action and authorise expenditure accordingly.

20. To receive the Cornwall Pension Fund Employer Newsletter November 2018
21. To receive Institute of Leadership and Management Level 3 Certificates awarded to the Finance and Administration Officer and approve any action.

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GIVEN UNDER MY HAND THIS:

**5<sup>th</sup> day of December 2018**

**Amanda Mugford**

Town Clerk

This meeting has been **advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media and members of the public.**

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.