MINUTES of the meeting of the Staffing Committee of Camborne Town Council held

on 16<sup>th</sup> October 2018 in the Town Clerk's Office, The Passmore Edwards

Building, The Cross, Cross Street, Camborne at 10.30am

PRESENT Councillor D Wilkins

Councillor Mrs V Dalley Councillor M Champion Councillor J P Collins Councillor Z Fox Councillor M Pearce Councillor Winter (Chairman) (Vice Chairman)

In Attendance: Amanda Mugford, Town Clerk.

The Chairman explained the safety procedures to all present.

#### S.305 SAFETY PROCEDURES

The Chairman explained the safety procedures.

#### S.306 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

All members of the Committee were present.

S.307 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

There were no declarations of interest.

S.308 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

#### S.309 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

S.310 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF

THE STAFFING COMMITTEE HELD ON 26<sup>TH</sup> JULY 2018 AND THE

**CHAIRMAN TO SIGN THEM** 

S.310.2 RESOLVED: that the minutes of the meeting of

the Staffing Committee held on 26th July 2018 were received and

approved

Proposed by Councillor Wilkins Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

S.311 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW

There were no matters arising.

S.312 TO RECEIVE THE NET POSITION BY CODE OF THE STAFFING REVENUE BUDGET 2018/2019, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION

S.312.2 RESOLVED that the net position by code of

the Staffing Revenue Budget 2018/2019 was received and committed expenditure to date noted

Proposed by Councillor Mrs Dalley Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.313 TO APPROVE TERMS AND CONDITIONS FOR THE CAMBORNE TOWN COUNCIL PARKING PERMIT SCHEME

S.313.2 RESOLVED: to defer the Terms and Conditions

of the Camborne Town Council Parking Permit Scheme to Full

Council

Proposed by Councillor Ms Fox Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.314 TO RECEIVE THE SOUTH WEST COUNCILS' ASSOCIATE MEMBER NEWSLETTERS FOR:

i. JULY 2018

ii. **AUGUST 2018** 

iii. SEPTEMBER 2018

Councillors agreed that the Newsletters were very informative and extremely worthwhile reading.

S.314.2 RESOLVED: to receive the South West Councils'

**Associate Member Newsletter for** 

**July 2018** 

Proposed by Councillor Collins Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.314.3 RESOLVED: to receive the South West Councils'

**Associate Member Newsletter for** 

August 2018

Proposed by Councillor Ms Fox Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.314.4 RESOLVED:

to receive the South West Councils' Associate Member Newsletter for September 2018

Proposed by Councillor Collins Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.315 THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

S.315.2 RESOLVED

to exclude the Press and Public under the 1960 Public Bodies (Admission to Meetings) Act due to the confidential nature of the business to be discussed

Proposed by Councillor Champion Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

S.316 TO RECEIVE A LETTER OF RESIGNATION

Councillors expressed regret at receiving the letter of resignation and were concerned about the ramifications for Council operations and remaining Council staff. .

S.316.2 RESOLVED

to receive the letter of resignation and send The Council's Best Wishes for the future

Proposed by Councillor Champion Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

S.317 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK
REGARDING THE REVIEW OF THE ORGANISATION'S STRUCTURE
AND ASSOCIATED MATTERS AND APPROVE ANY APPROPRIATE
ACTION

The Town Clerk reported that Skylite Associates were progressing with the work on the Review of the Organisation's Structure and would be contacting all Councillors shortly



#### S.317.2 RESOLVED

to receive the verbal report regarding the Review of the Organisation's Structure.

Proposed by Councillor Wilkins Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously

# S.318 TO CONSIDER OPERATIONAL REQUIREMENTS FROM OCTOBER 2018 TO IMPLEMENTATION OF THE RESULTS OF THE REVIEW OF THE ORGANSIATIONS STRUCTURE, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.

The Town Clerk reported that Skylite Associates had recommended a temporary appointment should be made to cover the imminent vacancy. This could be sourced via an Agency. Councillors discussed the need for temporary cover in view of ongoing projects and operational requirements. Confidence was expressed in the abilities of all members of staff, but it was recognised that they would not be in a position to absorb the additional workload.

#### S.318.2 RESOLVED

to approve the appointment of a temporary member of staff through an agency, with advice from Skylite Associates, and the associated expenditure was authorised accordingly

Proposed by Councillor Champion Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously

#### S.318.3 RESOLVED



Proposed by Councillor Ms Fox Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

There was a discussion about the Council's Duty of Care to its employees and the need to take measures to avoid undue additional pressure of work.

#### S.318.4 RESOLVED

to recommend to Full Council that no new projects or agenda items that would require additional work to ongoing operations/priorities were to be undertaken until the results of the Operational Review had been implemented.

Proposed by Councillor Champion Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

The Town Clerk reported that she had been booked to attend the National Association of Local Councils Annual Conference in Milton Keynes on 30<sup>th</sup> and 31<sup>st</sup> October. This would mean she would be out of the office for four days. She had discussed this with the Chairman and Vice Chairman who had agreed that, in light of the recent resignation, she would not be able to attend. The booking was offered to Members of the Staffing Committee accordingly.

### S.319 TO RECEIVE THE TOWN CLERK'S 2017/2018 PERFORMANCE APPRAISAL.

Councillor Winter reported that it was not possible to identify a Development Plan for the Clerk until the Staffing Review was completed and there was greater clarity on her future role. Councillors recognised that the nature and scope of work had changed significantly in the last few years due to devolution of assets and services from Cornwall Council

#### S.319.2 RESOLVED

to receive the Town Clerk's 2017/2018 Performance Appraisal.

Proposed by Councillor Champion Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Councillors thanked the Clerk for her work.

## S.320 TO RECEIVE CERTIFICATES AWARDING BSC LEVELS 1 AND 2 IN IT USERS SKILLS AWARDED TO THE ADMINISTRATIVE ASSISTANT AND APPROVE ANY ACTION

#### S.320.2 RESOLVED

to receive the Certificates awarding BSC Levels 1 and 2 in IT Users Skills and congratulate the Administrative Assistant on her achievement

Proposed by Councillor Champion Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

#### S.321 TO APPROVE OPENING HOURS FOR CHRISTMAS 2018

Councillors considered past Council policy and practice with regard to Christmas opening hours. The Senior Library Assistant had been consulted about use of the library on Christmas Eve and New Year's Eve and had advised that there were hardly any library customers in past years on those dates.

#### S.321.2 RESOLVED

to approve that Council Office and Amenities Team operations close from 24<sup>th</sup> December 2018 to 1<sup>st</sup> January 2019 inclusive; that the Library closes from 24<sup>th</sup> December to 28<sup>th</sup> December 2018 inclusive and on 31<sup>st</sup> December 2018; and that all Members of Camborne Town Council staff be granted 3.5 hours leave as a gift to be taken during this period.

Proposed by Councillor Ms Fox Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.40am.

SIGNED BY THE CHAIRMAN
DATE