

# 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:

**Tuesday 12<sup>th</sup> February 2019 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 12<sup>th</sup> December 2018 and the Chairman to sign them.
7. Matters arising, where no substantive item below, for information only.

8. To receive the net position by code to December 2018 of the Staffing Revenue Budget 2018/2019, note committed expenditure to date and agree any appropriate action.
9. To receive a verbal report from the Town Clerk regarding the implementation of the Skylite Report recommendations as approved by Full Council, approve action and authorise associated expenditure.
10. To consider and approve recruitment arrangements for:
  - i) The Project, Amenities and Health & Safety Officer;
  - ii) The Engagement Officer.
11. To consider and approve arrangements for the appointment of an Amenities Supervisor.
12. To receive six monthly performance reviews for all members of staff, approve action and authorise expenditure accordingly (To Follow)
13. To consider and approve staffing arrangements for sickness absence and annual leave to cover the Library Service, approve action and authorise associated expenditure.
14. To consider any other necessary short-term staffing arrangements, approve action and authorise expenditure accordingly.
15. To approve the purchase of office equipment for the Engagement Officer and authorise expenditure accordingly.
16. To approve the purchase of three Sharps Disposal kits and authorise expenditure from the Amenities Health, Safety and Welfare budget.
17. To approve a revised Grievance Procedure policy (S.338.2).
18. To receive correspondence regarding Writing References and approve action accordingly.
19. To receive the Ministry of Housing, Communities and Local Government Policy consultation on the Local Government Pension Scheme and approve any action.
20. To receive the Cornwall Pension Fund Administration Strategy.
21. To receive the Cornwall Pension Fund Employer Newsletter for:
  - i) December 2018
  - ii) January 2019.
22. To receive correspondence regarding the LGRC and NALC Local Council EXPO 2019 and approve attendance by the Town Clerk if appropriate and authorise associated expenditure.
23. To approve the Town Clerk's attendance at the SLCC Leadership in Action Conference and authorise expenditure from the Staff Administration Staff

Training budget accordingly.

24. To receive information from the Cornwall Association of Local Councils (CALC) regarding training courses in Cemetery Management and approve any action.
  
25. To receive the South West Councils Associate Member Newsletters for:
  - i. December 2018
  - ii. January 2019

Agree any action and authorise expenditure accordingly.

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GIVEN UNDER MY HAND THIS:  
**6<sup>th</sup> day of February 2019**

**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.