

Meeting Minutes

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

MINUTES:

of the meeting of the Staffing Committee held in The Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Tuesday 12th February 2019 at 10.30am.

PRESENT:

Councillor D Wilkins Chairman
Councillor V Dalley Vice Chairman
Councillor M Champion
Councillor J P Collins
Councillor Ms Z Fox
Councillor M Pearce
Councillor G Winter

IN ATTENDANCE:

Amanda Mugford, Town Clerk.

S.343 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.344 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

All members of the Committee were present

S.345 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.346 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.347 CHAIRMAN'S ANNOUNCEMENTS

There were none.

S.348 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 12TH DECEMBER 2018 AND THE CHAIRMAN TO SIGN THEM

S.348.2 RESOLVED: to receive and approve the minutes of the Staffing Committee meeting held on 12th December 2018 and the Chairman to sign them

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved by all entitled to vote.

S.349 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW

There were no matters arising.

S.350 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

S.350.2 RESOLVED: that the net position by code to December 2018 of the Staffing Revenue Budget 2018/2019 was received and committed expenditure to date noted

Proposed by Councillor Winter
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

S.351 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

The Town Clerk had contacted South West Councils regarding correctly communicating changes to Job Descriptions and associated grading to all members of staff that were affected. South West Councils had sent a letter template; however, it did not fit the circumstances of the Council's Review. She had also contacted the Council's solicitors for advice and having reviewed Contracts of Employment it appeared that

the process should be straightforward. The Mayor would need to send a letter to the Clerk regarding her changed job description.

S.351.2 RESOLVED: to receive the Town Clerk's report regarding the implementation of the Skylite Report recommendations as approved by Full Council

Proposed by Councillor Winter
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.352 TO CONSIDER AND APPROVE RECRUITMENT ARRANGEMENTS FOR:

- i. The Project, Amenities and Health & Safety Officer**
- ii. The Engagement Officer.**

The Town Clerk reported that both vacancies had been advertised and the closing date for applications was 3rd March 2019. Councillors considered the recruitment and selection panel members with regard to knowledge of the post and recruitment experience. It was agreed to prioritise the Project, Amenities and Health & Safety Officer post as this was a vacancy rather than a new role.

S.352.2 RESOLVED: that Councillors Champion and Winter make up the Recruitment and Selection Panel with the Town Clerk for the post of Project, Amenities and Health & Safety Officer with interviews to be held on 18th March 2019

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.352.3 RESOLVED: that Councillors Champion and Mrs Dalley make up the Recruitment and Selection Panel with the Town Clerk for the post of Engagement Officer with interviews to be held on 2nd April 2019

Proposed by Councillor Pearce
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously

S.353 TO CONSIDER AND APPROVE ARRANGEMENTS FOR THE APPOINTMENT OF AN AMENITIES SUPERVISOR.

The Town Clerk reported that South West Councils had advised that the Amenities Supervisor post should be advertised internally

S.353.2 RESOLVED: to approve the post of Amenities Supervisor being advertised internally with Councillors Pearce and Mrs Dalley making up the Recruitment and Selection Panel and interviews to be held on 27th February 2019

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.354 TO RECEIVE SIX MONTHLY PERFORMANCE REVIEWS FOR ALL MEMBERS OF STAFF, APPROVE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

The Town Clerk was pleased with performance of all members of staff and viewed their comments as being very positive. One member of the Amenities Team had been absent due to sickness and she would reschedule their review.

Councillors commended all employees and considered the training and development needs that had been identified through the review process. The Town Clerk circulated a summary of the Amenities Team training needs which identified certificated courses needed to carry out the role safely as well as wider development needs.

S.354.2 RESOLVED: to approve provision of training and development for Amenities Team members as detailed in the Training Needs Analysis with the addition of Working At Height training and authorise associated expenditure accordingly

Proposed by Councillor Champion
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

S.354.3 RESOLVED: to approve provision of ILM Leadership and Skills training and the Chartered Institute of Management Accountants Diploma training course for the Finance & Administration Officer and authorise the associated expenditure accordingly

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

S.354.4 RESOLVED: to approve provision of report writing Training for the Senior Library and Information Assistant and authorise the associated expenditure accordingly

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously.

Councillors noted that the training and development activities identified for the Committee Support officer and Administrative Assistant had already been approved.

S.354.5 RESOLVED: to congratulate and thank all members of staff for their hard work and excellent performance

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.354.6 RESOLVED: to receive the six monthly performance reviews

Proposed by Councillor Champion
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously

S.355 TO CONSIDER AND APPROVE STAFFING ARRANGEMENTS FOR SICKNESS ABSENCE AND ANNUAL LEAVE TO COVER THE LIBRARY SERVICE, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.

The Town Clerk explained the recent difficulties that had been experienced due to sickness absence and the risk of further difficulties when members of the library team were on annual leave. She was currently exploring the possibility of benefiting from any contract that Cornwall Council might have in place for agency staff.

S.355.2 **RESOLVED: to approve the use of Agency Staff to cover sickness absence and annual leave when necessary and authorise associated expenditure accordingly.**

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously

S.356 **TO CONSIDER ANY OTHER SHORT TERM STAFFING ARRANGEMENTS, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE ACCORDINGLY**

The Town Clerk she had been advised the previous day that it was highly certain that she had breast cancer again. The recent changes to job descriptions from the Skylite Review covered the function of Responsible Finance Officer in her absence but additional resource would be needed to cover the rest of her role.

Councillors expressed their sympathy and Councillor Champion stressed the need to learn from previous mistakes.

S.356.2 **RESOLVED: to approve appointing a temporary Locum Clerk/Senior Manager to cover the Town Clerk's sickness absence and authorise the associated expenditure from the Human Resources Contingency budget; the Town Clerk to draft a job description for this role for Councillors' approval**

Proposed by Councillor Champion
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously

S.357 **TO APPROVE THE PURCHASE OF OFFICE EQUIPMENT FOR THE ENGAGEMENT OFFICER AND AUTHORISE EXPENDITURE ACCORDINGLY.**

S.357.2 **RESOLVED: to approve the purchase of ICT equipment, software and licences from Microtest Business and the authorise the associated expenditure.**

Proposed by Councillor Champion
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.358 **TO APPROVE THE PURCHASE OF THREE SHARPS DISPOSAL KITS AND AUTHORISE EXPENDITURE FROM THE AMENITIES**

HEALTH, SAFETY AND WELFARE BUDGET.

Councillor Mrs Dalley commented on the lack of sharps disposal boxes in Camborne and it was noted that there was an item on the agenda for the next Full Council meeting in this regard. The Town Clerk confirmed that the disposal kits would be kept in the Amenities vehicles.

S.358.2 **RESOLVED: to approve the purchase of three sharps disposal kits and authorise the associated expenditure.**

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.359 **TO APPROVE A REVISED GRIEVANCE PROCEDURE POLICY (S.338.2).**

The Grievance Procedure Policy had been reviewed and revised by the Council's solicitors as instructed by the Committee at its previous meeting.

S.359.2 **RESOLVED: to approve the Grievance Procedure Policy as revised by the Council's solicitors.**

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously.

S.360 **TO RECEIVE CORRESPONDENCE REGARDING WRITING REFERENCES AND APPROVE ACTION ACCORDINGLY.**

Councillors considered correspondence from South West Councils and the Council's solicitors. There was a discussion about various practices regarding references and it was agreed that a policy was needed.

S.360.2 **RESOLVED: that the Town Clerk draft a policy on References and send it to the Council's solicitor for checking before bringing back to the Staffing Committee for consideration.**

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

S.361 TO RECEIVE THE MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT POLICY CONSULTATION ON THE LOCAL GOVERNMENT PENSION SCHEME AND APPROVE ANY ACTION.

Councillor Winter referred to the information provided by the Finance and Administration Officer at the last Full Council meeting and noted that the consultation period was longer than had been expected.

S.361.2 RESOLVED: to receive the Ministry of Housing, communities and Local Government Policy Consultation on the Local Government Pension Scheme.

Proposed by Councillor Ms Fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

S.362 TO RECEIVE THE CORNWALL PENSION FUND ADMINISTRATION STRATEGY

S.362.2 RESOLVED: to receive the Cornwall Pension Fund Administration Strategy

Proposed by Councillor Ms Fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

S.363 TO RECEIVE THE CORNWALL PENSION FUND NEWSLETTERS FOR:

- i. DECEMBER 2018**
- ii. JANUARY 2019**

S.363.2 RESOLVED: to receive the Cornwall Pension Fund Newsletter for December 2018

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

S.363.3 RESOLVED: to receive the Cornwall Pension Fund Newsletter for January 2019

Proposed by Councillor Fox
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

S.364 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.

Councillors considered whether it would be appropriate for someone else to attend the Local Council Expo 2019 should the Town Clerk be unavailable

S.364.2 RESOLVED: to approve the Town Clerk's attendance (providing she was in a position to be able to attend) at the LGRC and NALC Local Council Expo 2019 and authorise associated expenditure.

Proposed by Councillor Champion
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

S.365 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.

S.365.2 RESOLVED to approve the Town Clerk's attendance (providing she was in a position to be able to attend) at the SLCC Leadership in Action Conference and authorise associated expenditure from the Staff Administration Staff Training budget.

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.366 TO RECEIVE INFORMATION FROM THE CORNWALL ASSOCIATION OF LOCAL COUNCILS (CALC) REGARDING TRAINING COURSES IN CEMETERY MANAGEMENT AND APPROVE ANY ACTION

There was a discussion about the likelihood of Cornwall Council looking to devolve responsibilities for cemetery management to Town and Parish Councils. It was agreed that this Council would need additional knowledge to be able to adequately assess any such approach.

S.366.2 **RESOLVED: to approve the Project, Amenities and Health & Safety Officer’s attendance at the Cemetery and Crematorium Management training course and authorise associated expenditure accordingly**

Proposed by Councillor Champion
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.367 **TO RECEIVE THE SOUTH WEST COUNCILS ASSOCIATE MEMBER NEWSLETTERS FOR:**

- i. DECEMBER 2018;**
- ii. JANUARY 2019**

S.367.2 **RESOLVED: to receive the South West Councils Associate Member Newsletter for December 2018**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.367.3 **RESOLVED: to receive the South West Councils Associate Member Newsletter for January 2019**

Proposed by Councillor Fox
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.53 am.

SIGNED BY THE CHAIRMAN.....

DATE