

# Meeting Minutes

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

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## 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 16<sup>th</sup> April 2019 at 10.30am.**

## PRESENT:

**Councillor D Wilkins** Chairman  
**Councillor V Dalley** Vice Chairman  
**Councillor M Champion**  
**Councillor Ms Z Fox**  
**Councillor M Pearce**  
**Councillor G Winter**

## IN ATTENDANCE:

**Samantha Hughes, Finance & Administration Officer; Janet Ritchie, Committee Support Officer.**

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### **S.368 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

### **S.369 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

#### **S.369.2 RESOLVED: that apologies from Councillor Collins for non-attendance at the Staffing Meeting held on 16<sup>th</sup> April 2019 were received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

### **S.370 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.371 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**S.372 CHAIRMAN'S ANNOUNCEMENTS**

There were none.

**S.373 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 12<sup>TH</sup> FEBRUARY 2019 AND THE CHAIRMAN TO SIGN THEM**

**S.373.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 12<sup>th</sup> February 2019 were approved and signed by the Chairman**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

**S.374 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW**

S.356.2 The Chairman advised that this Council needed to have contingency plans in place should it be unable to appoint a Locum Town Clerk.

Discussion took place and members considered options.

**S.374.2 RESOLVED: that this Committee instructed office staff to investigate all alternative options if a Locum Town Clerk could not be recruited**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.375 TO RECEIVE THE NET POSITION BY CODE OF THE STAFFING REVENUE BUDGET 2018/2019, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION**

The Finance & Administration Officer explained that the Uniforms Budget appeared high because of re-branding and new staff

appointments during the year. It was noted that the Staff Budget was higher because this Council now employed Library staff.

**S.375.2 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 V Dalley  
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

**S.376 TO APPROVE RECOMMENDATIONS TO THE FINANCE AND GENERAL PURPOSES COMMITTEE REGARDING THE TRANSFER OF ANY END OF YEAR SURPLUS FUNDS FROM STAFFING REVENUE BUDGETS TO EARMARKED RESERVES**

The Finance & Administration Officer advised that there were end of year surpluses in the Salaries, Employers, IC, Superannuation, Staff Training, Staff Contingency and Establishment Reviews Budgets which could be transferred to Human Resources Earmarked Reserves.

**S.376.2 RESOLVED: that this Committee recommended to the Finance & General Purposes Committee the transfer of any end of year surplus funds from Staffing Revenue budgets to Human Resources Earmarked Reserves**

Proposed by Councillor Wilkins  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.377 TO CONSIDER ARRANGEMENTS FOR RECRUITMENT AND SELECTION FOR THE AMENITIES, PROJECTS AND HEALTH & SAFETY OFFICER POST, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Discussion took place and options for advertising the post were considered. The Town Clerk's suggestion that if she was on sick leave, the Finance & Administration Officer replaced her on the selection panel, was noted.

**S.377.2 RESOLVED: that the post of Amenities, Projects and Health & Safety Officer was advertised via online recruitment and Cornwall Council and CALC and that using recruitment agencies was investigated**

Proposed by Councillor Champion  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.377.3**                    **RESOLVED: that if the Town Clerk was on sick leave, the Finance & Administration Officer replaced her on the interview panel for the post of Amenities, Projects and Health & Safety Officer**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.378**                    **TO NOTE THE SUCCESSFUL COMPLETION OF THE INTERNAL ASSOCIATION OF BOOKKEEPERS LEVEL 1 AWARD IN PAYROLL BY MRS S HUGHES, FINANCE & ADMINISTRATION OFFICER, AND APPROVE ANY ACTION**

**S.378.2**                    **RESOLVED: that the successful completion of the International Association of Bookkeepers Level 1 Award in Payroll by Mrs S Hughes, Finance & Administration Officer, was noted and that Mrs Hughes was congratulated on her achievement**

Proposed by Councillor Champion  
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

**S.379**                    **TO NOTE THE SUCCESSFUL COMPLETION OF STREET WORKS REGISTRATION AND QUALIFICATIONS BY MR D GOLDSWORTHY, AMENITIES TECHNICIAN, AND APPROVE ANY ACTION**

**S.379.2**                    **RESOLVED: that the successful completion of Street Works Registration and qualifications by Mr D Goldsworthy, Amenities Technician, was noted and that Mr Goldsworthy was congratulated on completion of the course and his qualification**

Proposed by Councillor Champion  
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

**S.380**                    **TO RECEIVE INFORMATION REGARDING THE HEALTH AND SAFETY EXECUTIVE (HSE) WORKPLACE STRESS INDICATOR TOOL, APPROVE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

Discussion took place and members agreed that having a Workplace Stress Indicator Tool simplified Risk Assessment

**S.380.2**                    **RESOLVED: that the information regarding the Health & Safety Executive (HSE) Workplace Stress Indicator Tool was**

**received, the purchase of a licence for workplaces having up to 50 employees was approved and expenditure authorised**

Proposed by Councillor Ms Fox  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.381 TO REVIEW THE REFERENCES POLICY AND RECOMMEND TO FULL COUNCIL FOR APPROVAL AND ADOPTION**

**S.381.2 RESOLVED: that the amended References Policy was recommended to Full Council for approval and adoption**

Proposed by Councillor Champion  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**S.382 TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR:**

**i) February 2019**  
**ii) March 2019**

**S.382.2 RESOLVED: that the Cornwall Pension Fund Employer Newsletters for February 2019 and March 2019 were received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

**S.383 TO RECEIVE THE SOUTH WEST COUNCILS ASSOCIATE MEMBER NEWSLETTERS FOR**

**i) February 2019**  
**ii) March 2019**

**S.383.2 RESOLVED: that the South West Councils Associate Member Newsletters for February 2019 and March 2019 were received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 10.55am.

SIGNED BY THE CHAIRMAN.....

DATE .....