

Agenda



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

COMMITTEE:

To all Members of the Staffing Committee

COUNCILLORS:

Mrs V Dalley (Chairman), D Wilkins (Vice Chairman) (ex officio), J P Collins, Ms Z Fox, M Pearce, M Williams, M Champion, 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 6th August 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 21st May 2019 and the Chairman to sign them.
 7. To receive and approve the redacted minutes of the meeting of the Staffing Committee held on 21st May 2019 and the Chairman to sign them.
 8. Matters arising, where no substantive item below, for information only.
 9. To receive a Staffing Revenue Budget report to the end of June 2019, note committed expenditure to date and agree any appropriate action.

10. To consider uniform requirements for the Amenities team, Engagement Officer and Amenities & Projects Officer, agree action and approve expenditure.
11. To receive the Cornwall Pension Fund Employer Newsletter for June 2019, agree any action and authorise expenditure accordingly.
12. To receive the Cornwall Pension Fund Employer Newsletter for July 2019, agree any action and authorise expenditure accordingly.
13. 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.
14. To receive a recommendation from Full Council:

C.4576.2 RESOLVED: that a recommendation from the Staffing Committee (S.398.2), regarding staffing arrangements and short to medium term plans in the Town Clerk's absence was approved and that priority was given to immediate works in progress.

15. To receive a review of absence cover, a verbal report and recommendation from the Acting Deputy Town Clerk, agree action and authorise any expenditure.
16. To consider arrangements for the Town Clerk's phased return to work and agree action.
17. To receive a recommendation from Full Council:

C.4575.3 RESOLVED: that when full details of the costs and services of outsourcing this Council's Health & Safety Services for a period of up to twelve months was known, members authorised delegation back to the Staffing Committee to consider.

18. To receive the annual performance appraisals for the

- a) Amenities Technicians (to follow);
- b) Administrative Assistant;
- c) Committee Support Officer;
- d) Senior Librarian (to follow);
- e) Library Assistants (to follow).

19. To consider the training and development needs of the

- a) Amenities Technicians;
- b) Administrative Assistant;
- c) Committee Support Officer;
- d) Senior Librarian;
- e) Library Assistants;

agree action and authorise expenditure accordingly.

20. To consider the terms and conditions of employment of the

- a) Amenities Technicians;
- b) Administrative Assistant;
- c) Committee Support Officer;
- d) Senior Librarian;
- e) Library Assistants;

agree action and authorise expenditure accordingly.

21. To approve opening hours and staff leave for Christmas 2019.

GIVEN UNDER MY HAND THIS:

30th day of July 2019

Samantha Hughes

Acting Deputy 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.