

MINUTES of the meeting of the Staffing Committee of Camborne Town Council held on 12th December 2018 in the Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne at 10.30am

PRESENT Councillor D Wilkins (Chairman) from point mentioned
Councillor Mrs V Dalley (Vice Chairman)
Councillor M Champion
Councillor J P Collins
Councillor M Pearce

In Attendance: Amanda Mugford, Town Clerk.

S.322 SAFETY PROCEDURES

Due to the absence of the Chairman, the Vice Chairman explained the safety procedures.

S.323 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.323.2 RESOLVED: that apologies from Councillors Fox, Wilkins and Winter for non-attendance at the meeting of the Staffing Committee held on 12th December 2018 were received

Proposed by Councillor Champion
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously .

S.324 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.325 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.326 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

S.327 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 16TH OCTOBER 2018 AND THE CHAIRMAN TO SIGN THEM

S.327.2 RESOLVED: that the minutes of the meeting of the Staffing Committee held on 16th October 2018 were received and approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.328 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW

There were no matters arising.

**S.329 TO RECEIVE THE NET POSITION BY CODE OF THE STAFFING
REVENUE BUDGET 2018/2019, NOTE COMMITTED EXPENDITURE
TO DATE AND AGREE ANY APPROPRIATE ACTION**

Councillors considered the current budget position and noted expenditure incurred for Corporate Identification and Uniforms. It was understood that additional expenditure had been incurred as this was the first year for the Corporate branding, the move to the Passmore Edwards building and increased staffing numbers due to devolution. It was agreed that these budget heads should be monitored closely in future for budget purposes. The costs associated with mandatory training for Amenities Technicians were also noted.

**S.329.2 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.330 TO RECEIVE A PROPOSAL FROM COUNCILLOR WINTER "THAT
CAMBORNE TOWN COUNCIL SUPPORTS THE DEVELOPMENT OF
OUR STAFF BY AGREEING TO PAY FOR ONE ANNUAL
SUBSCRIPTION FOR EACH MEMBER OF STAFF TO BECOME A
MEMBER OF A RELEVANT PROFESSIONAL BODY" AGREE ACTION
AND AUTHORISE ASSOCIATED EXPENDITURE**

Councillors welcomed Councillor Winter's proposal which was considered against the Council's Training and Development Policy.

(Councillor Wilkins entered the meeting at 10.45am, apologised for late arrival and asked the Vice Chairman to continue to chair the meeting).

Concerns were expressed about the scope of the proposal and it was the necessity that any subscription should be of benefit to the Council.

**S.330.2 RESOLVED: to receive Councillor Winter's
proposal regarding payment of
annual subscriptions to relevant
professional bodies and take no
action as Membership fees were**

**covered under the Council's
Training and Development Policy**

Proposed by Councillor Champion
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.331 TO REVIEW THE TRAINING AND DEVELOPMENT POLICY, AGREE ANY AMENDMENTS AND APPROVE ACCORDINGLY.

It was noted that Skylite Associates had considered the Council's training and Development policy to be excellent in the recent review of the organisational structure and staffing

S.331.2 RESOLVED: to approve the Training and Development Policy with no changes

Proposed by Councillor Collins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.332 TO RECEIVE A PROPOSAL FROM COUNCILLOR WINTER 'THAT AT LEAST ONE MEMBER (MAXIMUM THREE) OF THE STAFFING COMMITTEE BE ACTIVELY INVOLVED IN STAFF RECRUITMENT OF COUNCIL STAFF. THIS INCLUDES AGREEING THE WORDING FOR JOB ADVERTISEMENTS, AGREEING INTERVIEW QUESTIONS, PARTICIPATING IN SCREENING/SHORTLISTING AND PLAYING AN ACTIVE PART IN INTERVIEWS AND SELECTION' AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY.

Councillors considered the proposal with reference to the Council's Recruitment and Selection policy. There was a lengthy discussion which included the desirability of Councillor involvement in recruitment and selection, the skills and knowledge needed, practice in the private sector, the role of the Staffing Committee and the scope of the current policy.

S.332.2 RESOLVED to receive Councillor Winter's proposal regarding the involvement of Councillors in recruitment and selection of Council staff and take no action as Councillor involvement was sufficiently covered in the Council's Recruitment and Selection Policy.

Proposed by Councillor Champion
Seconded by Councillor Collins

On a vote being taken the motion was approved by a majority.

S.333 TO RECEIVE A REPORT FROM THE TOWN CLERK REGARDING THE STAFFING COMMITTEE DRAFT BUDGET 2019/2020 AND THREE-YEAR FINANCIAL PLAN

The Town Clerk presented her report; all proposed changes to the Staffing budget reflected the increased numbers of employees resulting from devolved services. Staffing costs had been allocated according to area of operations and recommendations from the Strategic Budget Working Party to allocate resources for additional members of staff (one for Finance & Administration and one for Green Spaces) had been included.

S.333.2 RESOLVED to receive the report from the Town Clerk regarding the Staffing Committee draft budget 2019/2020 and Three-Year Financial Plan

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.334 TO CONSIDER THE STAFFING COMMITTEE DRAFT REVENUE BUDGET 2019/2020 AND THREE-YEAR FINANCIAL PLAN AND MAKE RECOMMENDATIONS TO THE FINANCE AND GENERAL PURPOSES COMMITTEE ACCORDINGLY.

Councillors considered the Staffing Revenue Budget 2019/2020 and noted that the final Staffing Budget would depend on Full Council decisions taken on the recent recommendations from Skylite Associates from the review of the organisational structure and staffing. The Vice Chairman drew attention to the high cost of recruitment.

The Town Clerk explained that any amendments to the budget would need to be made at the Extraordinary Full Council meeting scheduled for 29th January 2019 in order to meet statutory deadlines regarding submission of the budget and precept demand to Cornwall Council.

S.334.2 RESOLVED to recommend that the Finance and General Purposes Committee approve the Staffing Committee draft revenue budget 2019/2020 and three-year financial plan, subject to amendments resulting from the report by Skylite Associates, made by the Full Council at its extraordinary meeting scheduled to take place on 29th January 2019

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously

S.335 TO APPROVE TERMS AND CONNDITIONS FOR THE CAMBORNE TOWN COUNCIL PARKING PERMIT SCHEME

The Town Clerk requested that Councillors consider approving stick on staff parking permit window displays following a recent incident.

S.335.2 RESOLVED to approve the purchase of stick on parking permit window displays and authorise the associated expenditure from the Staff Parking budget

Proposed by Councillor Collins
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously

S. 335.3 RESOLVED to approve the Camborne Town Council Parking Permit Scheme.

Proposed by Councillor Mrs Dalley
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.336 TO REVIEW THE FLEXIBLE WORKING POLICY, AGREE ANY AMENDMENTS AND APPROVE ACCORDINGLY.

S.336.2 RESOLVED to receive and approve the Flexible Working Policy without any amendments.

Proposed by Councillor Pearce
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.337 TO REVIEW THE WHISTLEBLOWING POLICY, AGREE ANY AMENDMENTS AND APPROVE ACCORDINGLY

S.337.2 RESOLVED to approve the Whistleblowing Policy with changes to names in Section 11, that these changes to Section 11 could be made without reference to the Committee and that the policy should be reviewed every two years.

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.338 TO REVIEW THE GRIEVANCE PROCEDURE, AGREE ANY AMENDMENTS AND APPROVE ACCORDINGLY.

There was discussion regarding section 2.8 'Right to be Accompanied' of the Grievance Procedure and it was

S.338.2 RESOLVED to refer the Grievance Procedure to the Council's solicitors, Tozers LLP, for advice.

Proposed by Councillor Pearce
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.339 TO REVIEW THE DISCIPLINARY POLICY, AGREE ANY AMENDMENTS AND APPROVE ACCORDINGLY.

S.339.2 RESOLVED to receive and approve the Disciplinary Policy without any amendments.

Proposed by Councillor Collins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.340 TO RECEIVE THE SOUTH WEST COUNCILS' ASSOCIATE MEMBER NEWSLETTERS FOR:

- i. OCTOBER 2018**
- ii. NOVEMBER 2018**

AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

S.340.2 RESOLVED to receive the South West Councils' Newsletter for October 2018 and seek advice from the Council's solicitors, Tozers LLP, regarding a policy on Employment References.

Proposed by Councillor Champion
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.340.3 RESOLVED to receive the South West Councils' Newsletter for November 2018

Proposed by Councillor Mrs Dalley
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

The Committee agreed that the newsletters provided by South West Councils were extremely interesting and informative.

S.341 TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER NOVEMBER 2018.

S.341.2 RESOLVED to receive the Cornwall Pension Fund Employer Newsletter 2018.

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.342 TO RECEIVE INSTITUTE OF LEADERSHIP AND MANAGEMENT LEVEL 3 CERTIFICATES AWARDED TO THE FINANCE AND ADMINISTRATION OFFICER AND APPROVE ANY ACTION.

S.342.2 RESOLVED to receive the Institute of Leadership and Management level 3 Certificates awarded to the Finance and Administration Officer and to send the Committee's congratulations and say, 'Well Done'!

Proposed by Councillor Mrs Dalley
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 11.32am.

SIGNED BY THE CHAIRMAN.....

DATE

