MINUTES of the meeting of the Staffing Committee of Camborne Town Council held

on 26th July 2018 in the Council Chamber, The Passmore Edwards

Building, The Cross, Cross Street, Camborne at 10.30am

PRESENT Councillor D Wilkins

> Councillor Mrs V Dalley Councillor M Champion Councillor J P Collins Councillor Z Fox Councillor M Pearce

(Chairman) (Vice Chairman)

In Attendance: Amanda Mugford, Town Clerk.

The Chairman explained the safety procedures to all present.

S.286 **SAFETY PROCEDURES**

The Chairman explained the safety procedures.

TO RECEIVE APOLOGIES FOR NON-ATTENDANCE S.287

S.287.2 **RESOLVED:** that apologies from Councillor Winter

> for non-attendance at the meeting of the Staffing Committee held on 26th

2018 were received

Proposed by Councillor Mrs Dalley Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.288 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.289 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.290 **CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

S.291 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF

THE STAFFING COMMITTEE HELD ON 27TH JUNE 2018 AND THE

CHAIRMAN TO SIGN THEM

S.291.2 **RESOLVED:** that the minutes of the meeting of the Staffing Committee held on

27th June 2018 were received and approved

Proposed by Councillor Mrs Dalley Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.292 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW

S.278: The Town Clerk reported that the Draft Deed of Variation received for the Contract for Library Services indicated that the Council's application to Cornwall Council for funding to cover the full cost of shelving and furniture in the library had been successful.

S.280: The Town Clerk had amended the Senior Library and Council Support Assistant Job Description (circulated at the meeting) which had been considered by the Council's solicitor. The Clerk also circulated the draft TUPE letter which had been approved by the Council's solicitor.

S.293 TO RECEIVE THE NET POSITION BY CODE OF THE STAFFING REVENUE BUDGET 2018/2019, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION

S.293.2 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 Ms Fox Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

S.294 TO RECEIVE AND NOTE THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT AND SERVICES PAY SCALES AND ALLOWANCES APPLICABLE FROM 1ST APRIL2018 TO 1ST APRIL 2019

S294.2 RESOLVED:

that the National Joint Council for Local Government and Services Pay Scales and Allowances applicable from 1st April 2018 to 1st April 2019 were received and noted

Proposed by Councillor Collins Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.295 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

S.295.2 RESOLVED

to exclude the Press and Public under the 1960 Public Bodies (Admission to Meetings) Act due to the confidential nature of the business to be discussed

Proposed by Councillor Ms Fox Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

S.296 TO THE ANNUAL PERFORMANCE APPRAISALS FOR THE

- a) Amenities Technicians
- b) Amenities and Projects Officer
- c) Finance and Administration Officer
- d) Administrative Assistant
- e) Committee Support Officer

S.296.2 RESOLVED

that the Annual Performance
Appraisals for the Amenities
Technicians, Amenities and
Projects Officer, Finance &
Administration Officer,
Administrative Assistant and
Committee Support Officer were
received; and that all the
employees should be
congratulated on their
performance

Proposed by Councillor Champion Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

S.297 TO CONSIDER THE TRAINING AND DEVELOPMENT NEEDS OF THE

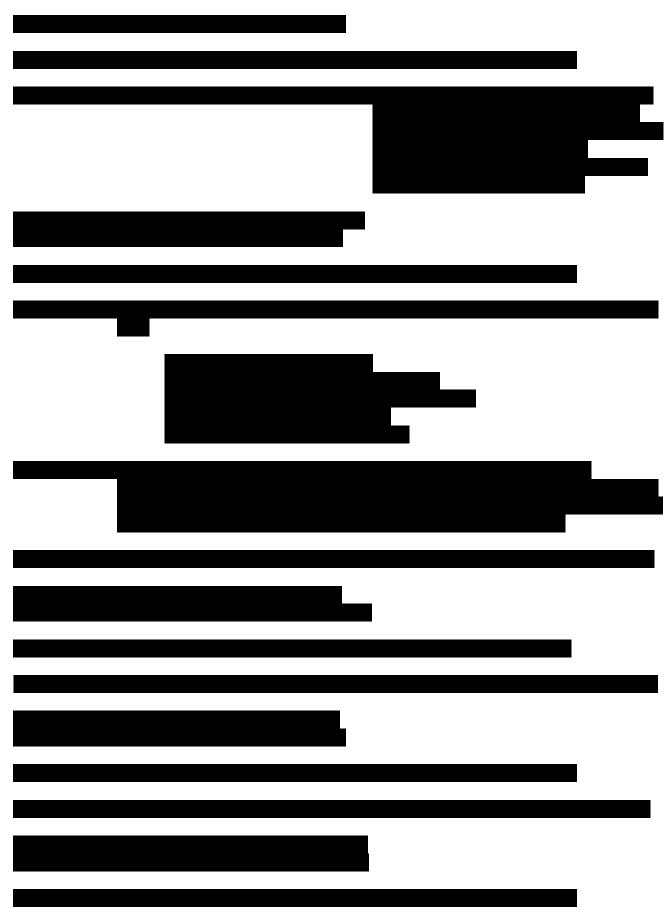
- a) Amenities Technicians
- b) Amenities and Projects Officer
- c) Finance and Administration Officer
- d) Administrative Assistant
- e) Committee Support Officer

AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

Councillors considered the training and development needs against the context of performance over the past year and the future needs of the Council. Employees were commended for their commitment and dedication to their jobs. It was agreed that training and development represented an investment in the future from which all residents of the

parish would benefit.





S.299 TO RECEIVE A VERBAL PROGRESS REPORT FROM THE TOWN CLERK REGARDING RECRUITMENT TO CURRENT VACANCIES AND APPROVE ANY APPROPRIATE ACTION.

The Town Clerk reported the number of expressions of interest and applications received for current vacancies. The roles would be advertised in the West Briton until 9th August 2018 which represented seven free days, due to an error by the publisher as it had failed to publish the advertisement for two consecutive weeks. It was hoped that the additional advertising would increase interest, particularly for the post of Amenities Technician.

S.299.6 RESOLVED

to receive the verbal progress report from the Town Clerk regarding recruitment to current vacancies.

Proposed by Councillor Mrs Dalley Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.300 TO RE-ADMIT MEMBERS OF THE PRESS AND PUBLIC

S.300.2 RESOLVED

to re-admit members of the press and public

Proposed by Councillor Collins Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.301 TO CONSIDER A REQUEST FROM CORNWALL COLLEGE FOR A STUDENT INTERNSHIP IN THE LIBRARY AND AGREE ACTION ACCORDINGLY

The Town Clerk had spoken to Cornwall College about the timeframe for the transfer of the library service; the College would be happy for an internship to take place later in the autumn e.g. November.

S.301.2 RESOLVED

to approve and authorise a Cornwall College student internship in the library

Proposed by Councillor Ms Fox Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.302 TO RECEIVE A VERBAL PROGRESS REPORT FROM THE TOWN CLERK REGARDING A REVIEW OF THE ORGANSISATION'S STRUCTURE AND STAFFING AND AGREE ANY APPROPRIATE ACTION

The Town Clerk had met with the Consultant on 20th July 2018 and a draft timetable had been produced. Work would begin immediately and there would be one to one meetings arranged with all employees and

Councillors. There would also be facilitated workshops which would help the Council to determine its strategic vision. Stakeholders would be consulted, as well as other Councils, for bench marking purposes.

S.302.2 RESOLVED

that the verbal progress report from the Town Clerk regarding a Review of the Organisational Structure and Staffing was received and the positive implications for the future direction of the Council noted.

Proposed by Councillor Mrs Dalley Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously

S.303 TO RECEIVE A PROGRESS REPORT REGARDING CORPORATE IDENTITY WEAR

The Lanyards and Identification Cards had been ordered and were expected to be delivered in August. Visitor cards were numbered so that they could easily be re-used and additional identity cards for new employees would not be costly.

S.303.2 RESOLVED

to accept the progress report regarding Corporate Identity Wear

Proposed by Councillor Wilkins Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

S.304 TO RECEIVE CORRESPONDENCE FROM CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR JULY 2018 AND AGREE ACTION

The Chairman and Vice Chairman emphasised the importance of reading the newsletters as the Council was the Employer.

S.266.2 RESOLVED

that correspondence from Cornwall Pension Fund Employer Newsletter for July 2018 was received.

Proposed by Councillor Collins 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 11.16am.

SIGNED BY THE CHAIRMAN......

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