

**CAMBORNE TOWN COUNCIL  
STAFFING COMMITTEE 2018**

MINUTES of the Extraordinary meeting of the Staffing Committee of Camborne Town Council held in the Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Wednesday 27<sup>th</sup> June 2018 at 2.00 pm

PRESENT Councillor Mrs V Dalley (Chairman)  
Councillor M Champion  
Councillor J Collins  
Councillor Ms Z Fox  
Councillor Ms M Pearce

In Attendance: Amanda Mugford, Town Clerk; Janet Ritchie, Committee Support Officer.

The Chairman explained the safety procedures to all present.

**S.270 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**S.270.2 RESOLVED that apologies from Councillors Wilkins and Winter for non-attendance of the Staffing Committee meeting held on 27<sup>th</sup> June 2018 were received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

**S.271 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.272 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.273 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.274 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 24<sup>th</sup> MAY 2018 AND THE CHAIRMAN TO SIGN THEM**

**S.274.2 RESOLVED that the minutes of the Staffing Committee meeting held on 24<sup>th</sup> May 2018 were received, approved, and signed by the Chairman**

Proposed by Councillor Mrs V Dalley

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Seconded by Councillor Champion

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

**S.275 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.276 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.276.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded**

Proposed by Councillor Ms Fox  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.277 TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING THE TRANSFER OF THE LIBRARY SERVICE TO CAMBORNE TOWN COUNCIL**

**S.277.2 RESOLVED: that correspondence from Cornwall Council regarding the transfer of the Library Service to Camborne Town Council was received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.278 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING THE TRANSFER OF THE LIBRARY SERVICE TO CAMBORNE TOWN COUNCIL, APPROVE ANY ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk advised that transfer of one member of the Library staff under TUPE was ongoing; the other employees would need to be recruited. An order had been placed for library shelving and the Town Clerk had applied to Cornwall Council for transition funding, to meet the cost of the shelving and installation and children's furniture and signs for the library.

This Council would need to advertise for library and amenities staff; the Finance Officer had prepared costings of advertisements for members to consider.

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- S.278.2 RESOLVED:** **that this Council placed a quarter page advertisement for 2 roles within one advert, at a cost of £1250 plus VAT**

Proposed by Councillor Champion  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

- S.278.3 RESOLVED:** **that the verbal report from the Town Clerk regarding the transfer of the Library Service to Camborne Town Council was received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

- S.279 TO CONSIDER AND APPROVE A TIMETABLE FOR TRANSFER OF THE LIBRARY SERVICE AND ASSOCIATED ACTIVITIES**

The Town Clerk presented a timetable with a suggested timescale for the process of advertising for Library staff, interviewing and selecting candidates and the date for commencement. Discussion took place and further amendments were suggested, which would achieve a start date of 15<sup>th</sup> October for appointed Library staff

- S.279.2 RESOLVED:** **that the revised timetable for transfer of the Library Service and associated activities was accepted**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

- S.280 TO APPROVE JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR STAFF EMPLOYED IN THE LIBRARY**

The Town Clerk presented a draft document which addressed this Council's specific requirements for staff employed in the Library. Discussion took place and it was agreed that the specification should provide flexibility between office and library duties and allow scope to promote a wide range of activities, both public facing as well as library based.

- S.280.2 RESOLVED:** **that the Town Clerk was given delegated authority to produce a job description and person specification for staff employed in the Library, based on the job description provided**

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**S.281 TO APPROVE A CANDIDATE PRIVACY NOTICE**

The Town Clerk had compiled a template which had been sent to Tozers for approval.

**S.281.2 RESOLVED: that the Town Clerk was given delegated authority to implement a candidate privacy notice, as recommended by Tozers LLP**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.282 TO APPROVE A REVISED JOB APPLICATION FORM AND MONITORING FORM**

The Town Clerk had compiled a template which had been sent to Tozers for approval.

**S.282.2 RESOLVED: that the Town Clerk was given delegated authority to produce a job application form and monitoring form as recommended by Tozers LLP**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.283 TO APPROVE A REVISED REQUEST FOR REFERENCE FORM**

The Town Clerk had compiled a template which had been approved by Tozers

**S.283.2 RESOLVED: that the revised request for reference form was approved**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.284 TO CONSIDER AND APPROVE RECOMMENDATIONS TO FULL COUNCIL REGARDING THE DEVOLUTION OF THE LIBRARY IN CAMBORNE**

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The Town Clerk advised that the timescale for recruitment and selection of library staff did not allow sufficient time for this Council to have all the required employees in place by the proposed transfer date of 3<sup>rd</sup> September 2018. Having taken legal advice, there were two options; either the service transferred on 3<sup>rd</sup> September on schedule and this Council bought in the services of Cornwall Council Library staff as an interim measure, or that the Library opening was delayed until this Council had all its own staff available.

Discussion took place with regard to all the options, costs, funding and needs of local residents.

**S.284.2                    RESOLVED:**                    **that it was recommended to Full Council to proceed with the Library Service Transfer date as 3<sup>rd</sup> September 2018 and that this Council bought in staff services from Cornwall Council as an interim measure, until the Town Council appointed its own staff**

Proposed by Councillor Collins  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved by a majority (4 in favour, 1 against).



**S.284.3                    RESOLVED:**                    **that it was recommended to Full Council that members gave recognition to the Town Clerk's absence and respected her time management on her return to work**

Proposed by Councillor Champion  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**S.285                    TO RE-ADMIT MEMBERS OF THE PRESS AND PUBLIC**

**S.285.2                    RESOLVED:**                    **that members of the press and public were re-admitted**

Proposed by Councillor Ms Z Fox  
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

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There being no further business the Chairman closed the meeting at 3.18pm.

SIGNED BY THE CHAIRMAN.....

DATE .....