

Meeting Minutes

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

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 21st May 2019 at 10.30am.

PRESENT:

Councillor Mrs Dalley Chairman
Councillor D Wilkins Vice Chairman
Councillor M Pearce

IN ATTENDANCE:

Samantha Hughes, Finance & Administration Officer; Melanie Negus, Administrative Assistant; Sarah Mason (CALC); and Louise Cantrill (Skylite Associates)

S.384 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.385 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2019/2020

S.385.2 RESOLVED: that Councillor Mrs Dalley was appointed Chairman of the Staffing Committee for the 2019/2020 municipal year

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.386 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.386.2 RESOLVED: that apologies from Councillors Collins and Mrs Williams for non-attendance of the Staffing Meeting held on 21st May 2019 were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

S.387 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

The Finance and Administration Officer and the Administrative Assistant declared Pecuniary Interests in Agenda item 15 regarding pay scales.

S.388 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.389 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.390 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2019/2020

S.390.2 RESOLVED: that Councillor Wilkins was appointed as Vice Chairman of the Staffing Committee for the 2019/2020 municipal year

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.391 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 16TH APRIL 2019 AND THE CHAIRMAN TO SIGN THEM

S.391.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 16th April 2019 were received, approved and signed by the Chairman

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

S.392 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW

There were no matters arising.

S.393 TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR APRIL 2019, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

S.393.2 RESOLVED: that the Cornwall Pension Fund Employer Newsletter for April 2019 was received

Proposed by Councillor Wilkins
Seconded by Councillor M Pearce

On a vote being taken the motion was approved unanimously.

S.394 TO RECEIVE THE SOUTH WEST COUNCILS ASSOCIATE MEMBER NEWSLETTER FOR APRIL 2019, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

S.394.2 RESOLVED: that the South West Councils Associate Member Newsletter for April 2019 was received

Proposed by Councillor Wilkins
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

S.395 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.395.2 RESOLVED: that that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public, with the exception of Sarah Mason and Louise Cantrell were excluded; due to the confidential nature of the business to be discussed

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.396 TO RECEIVE A VERBAL REPORT FROM SARAH MASON, COUNTY EXECUTIVE OFFICER, REGARDING STAFF COVER AND MANAGEMENT IN THE TOWN CLERK'S ABSENCE

Sarah Mason put forward suggestions, and information to members to enable the efficient running of the Town Council during the Town Clerk's absence:

- that members use the measures implemented last year during the Town Clerk's absence period as a benchmark for going forward.
- that members consider re-instating measures previously employed for staff.
- that members should consider temporarily promoting the Finance and Administration Officer to Acting Proper Officer.

- Mark Williams Town Clerk for Falmouth, had offered assistance to cover meetings in the absence of Sarah Mason.

She also suggested a meeting be arranged with Charlotte Caldwell to discuss the Community Governance Review.

S.396.2 RESOLVED: that a verbal report from Sarah Mason, CALC County Executive Officer, regarding staff cover and management in the Town Clerk's absence, was received

Proposed by Councillor Wilkins
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

S.397 TO RECEIVE A VERBAL REPORT FROM SKYLITE ASSOCIATES LTD REGARDING THEIR RECOMMENDATIONS FOR MANAGEMENT IN THE TOWN CLERK'S ABSENCE

Louise Cantrell (Skylite Associates) informed members that she would be:

- Supporting staff to recruit an Amenities Officer, as a priority.
- Helping with the induction of the Engagement Officer, commencing employment on the 3rd June.
- Liaising with the relevant parties on the Project Management of the library building works.
- A phone contact for the staff of the Town Council.
- She also recommended removing the Health and Safety management, from the job vacancy title 'Amenities and Projects, and Health and Safety Officer'

S.397.2 RESOLVED: that a verbal report from Skylite Associates Ltd regarding their recommendations for management, in the Town Clerk's absence, was received. A recommendation be put to the next meeting of Full Council to outsource the Town Council's Health & Safety Management, for a period of up to one year. Quotes to be sought accordingly

Proposed by Councillor M Pearce
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.397.3 RESOLVED: that 'Health and Safety' be removed, from the job vacancy title 'Amenities and Projects, and Health and Safety Officer', prior to advertising

Proposed by Councillor M Pearce
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.398 TO RECEIVE A REPORT FROM THE FINANCE & ADMINISTRATION OFFICER REGARDING STAFFING ARRANGEMENTS AND SHORT TO MEDIUM TERM PLANS IN THE TOWN CLERK'S ABSENCE, AGREE ACTION AND APPROVE ADDITIONAL EXPENDITURE

S.398.2 RESOLVED: that a report from the Finance and Administration Officer regarding staffing arrangements and short to medium term plans in the Town Clerk's absence, was received. A recommendation to Full Council to prioritise in the short term:

- **The completion of the works at the Library Building.**
- **Completion of works at Beacon Park and opening.**
- **I Pads for Councillors**
- **A public consultation on Park Gerry.**
- **The flower bed display at Camborne Recreation Ground.**
- **Completion of Beacon Cricket Club Lease Agreement.**
- **Completion of Allotments Lease Agreement.**

Was approved

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

Having Declared interests in this agenda item regarding staffing arrangements Samantha Hughes, and Melanie Negus left the room. Sarah Mason continued the Minute taking.

Following discussions regarding staff's increased workload and responsibilities during the Town Clerks absence, and in recognition of the Council's appreciation, members resolved the following motions:

S.398.3 RESOLVED: that the Finance and Administration Officer be up-graded in the interim to Acting Deputy Clerk, Acting Proper Officer, and Acting Responsible Finance Officer, [REDACTED]; this to remain in place until at least three months after the Town Clerks return to work.

The Committee Support Officer and Administrative Assistant to have an increase of [REDACTED] during the Town Clerk's absence, and an additional [REDACTED] when Clerking meetings.

That the Finance & Administration Officer, Committee Support Clerk and Administration Assistant are given the option of paid overtime instead of toil for meetings.

That the above be implemented from the start of the Town Clerks absence. With expenditure authorised from the Staff Contingency budget code.

Proposed by Councillor Wilkins
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

S.398.4 RESOLVED: that absence cover to be reviewed in three months, to ensure that it is sufficient, and meets the needs of Staff and Council

Proposed by Councillor Wilkins
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

S.398.5 that an independent minute taker be employed during times when the office is short staffed and that the expenditure be authorised from the staff contingency budget code

Proposed by Councillor Mrs Dalley
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

S.399 TO AGREE IMMEDIATE WORKLOAD PRIORITIES AND TO DEFER LESS URGENT MATTERS AS NECESSARY

Sarah Mason that suggested members consider co-opting additional members to the Staffing Committee.

S.399.2 RESOLVED: that the compilation of the Annual Report, and the book of the renovation of the library building, was deferred to a later date. Staff to work with Skylite Associates on the compilation of the Staff Handbook. Chairmen of Programme Committees to monitor priorities

Proposed by Councillor Mrs Dalley
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

S.399.3 RESOLVED: that Councillor Mrs Dalley be the point of contact for the Town Clerk

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.399.4 RESOLVED: that a request be put to Redruth Town Council for help and advice from their Clerk, also their Amenities Officer, regarding handover, once the the Town Council have recruited a Amenities and Projects Officer, in addition that

advice can be sought from. other Town and Parishes as needed

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.399.5

RESOLVED: that a recommendation be put to Full Council, to suspend Standing Order 70; to allow the co-option two additional members to the staffing Committee, the Chairman of the Finance and General Purpose Committee, and the Chairman of the Amenities Committee, and the Staffing Committee work with the Acting Deputy Clerk on priorities.

Proposed by Councillor Mrs Dalley
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 12.05 pm.

SIGNED BY THE CHAIRMAN.....

DATE

