

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 6th August 2019 at 10.30 am.

PRESENT:

Councillor Mrs Dalley Chairman
Councillor D Wilkins Vice Chairman
Councillor J Collins
Councillor Ms Fox
Councillor Ms Pearce
Councillor Williams

IN ATTENDANCE:

Samantha Hughes, Acting Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Sarah Mason (CALC), Clerk of the Meeting

S.400 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.401 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.401.2 RESOLVED: that apologies from Councillors Champion and Winter for non-attendance of the Staffing Meeting held on 6th August 2019 were received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.402 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 Committee Support Officer declared interest in agenda items 18c), 19c) and 20c) as she had a direct involvement.

S.403 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.404 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that the Town Clerk was progressing well after her operation and was due to start a short course of follow-up treatment imminently.

S.405 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 21st MAY 2019 AND THE CHAIRMAN TO SIGN THEM

S.405.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 21st May 2019 were received, approved and signed by the Chairman

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously of those entitled to vote.

S.406 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

S.406.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 21st May 2019 were received, approved and signed by the Chairman

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously of those entitled to vote.

S.407 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW

There were no matters arising.

S.408 TO RECEIVE A STAFFING REVENUE BUDGET REPORT TO THE END OF JUNE 2019, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION

The Acting Deputy Town Clerk explained that the salaries expenditure was higher than usual because of the current staffing situation, but this had been budgeted for and funds would be vired accordingly.

S.408.2 RESOLVED: that the Staffing Revenue Budget Report to the end of June 2019 was received, the present staff salary requirements were noted and virement of funds to the appropriate budget was approved

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously.

S.409 TO CONSIDER UNIFORM REQUIREMENTS FOR THE AMENITIES TEAM, ENGAGEMENT OFFICER AND AMENITIES & PROJECTS OFFICER, AGREE ACTION AND APPROVE EXPENDITURE

Provision of workwear items and business cards for the Amenities Team, Engagement Officer and Amenities & Projects Officer was considered.

The Acting Deputy Town Clerk advised that the Amenities team were now engaging more with members of the public, and that having their own business cards would increase awareness of their role in the community.

S.409.2 RESOLVED: that uniform requirements for the Amenities team, Engagement Officer and Amenities & Projects Officer was considered and approved and that business cards for the Amenities & Projects Officer and the Amenities team were approved

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the motion was approved unanimously.

S.410 TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR JUNE 2019, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

It was agreed that two members should represent this Council at the Cornwall Pension Fund Employer meeting on 28th November 2019. Councillors Ms Fox and Williams were available to attend.

S.410.2 RESOLVED: that the Cornwall Pension Fund Employer Newsletter for June 2019 was received and that two members represented this Council at the Cornwall Pension Fund Employer Meeting on 28th November 2019

Proposed by Councillor Wilkins
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

S.411 TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR JULY 2019, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

S.411.2 RESOLVED: that the Cornwall Pension Fund Employer Newsletter for July 2019 was received

Proposed by Councillor Wilkins
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.412 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.412.2 RESOLVED: that that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded, due to the confidential nature of the business to be discussed

Proposed by Councillor Collins
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.413 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

S.413.2 RESOLVED: that 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, was received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.414 TO RECEIVE A REVIEW OF ABSENCE COVER, A VERBAL REPORT AND RECOMMENDATION FROM THE ACTING DEPUTY

TOWN CLERK, AGREE ACTION AND AUTHORISE ANY EXPENDITURE

The Acting Deputy Town Clerk advised that ongoing support for staff was required during the Town Clerk's absence and requested that members considered the following:

- Permitting the Library staff to work overtime if needed to cover for Office Staff, to assist during busy times;
- [REDACTED] (Accountant) to assist occasionally with the Finance role, [REDACTED];
- To use an external minute taker for some meetings to allow Office staff to concentrate on day to day duties, or to cover for staff annual leave or time off;
- Previously agreed overtime for meetings, to extend to any time worked outside of these hours, using funding from HR Earmarked Reserves and Staff Contingency, with virement at the year end to cover expenditure;
- To work with the Town Clerk on her return, on the Administrative Assistant and Committee Support Officer Job Descriptions, job titles if applicable, and Terms and Conditions, with support from Skylite Associates;
- Flexi and Overtime policies as part of the Staff Handbook, to be discussed with the Town Clerk on her return;
- Examine the staff structure, going forward, for future proofing, with Deputy Manager/Leader role to cover when Town Clerk unavailable and use of the Committee Support Officer for Clerking when CiLCA trained.

Miss Ritchie left the meeting at 10.53am, as part of the ensuing discussions were related to her. Mrs Hughes took the minutes.

Members considered each of the points raised.

S.414.2 **RESOLVED: that a review of absence cover, a verbal report and recommendation from the Acting Deputy Town Clerk was received and that the Library staff were permitted to work overtime if needed to cover for Office Staff, to assist during busy times**

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.414.3 **RESOLVED: that [REDACTED], Accountant, was asked to assist occasionally with the Finance role, [REDACTED]**

Proposed by Councillor Ms Pearce
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

S.414.4 **RESOLVED: that this Council engaged an external minute taker for some meetings, to allow Office staff to concentrate on day to day duties**

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Peace

On a vote being taken the matter was approved unanimously.

S.414.5 **RESOLVED: that overtime, previously agreed for meetings, was extended to include time worked outside of these hours, using funding from HR Earmarked Reserves and Staff Contingency, with virement at the year end to cover expenditure**

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.414.6 **RESOLVED: that this Committee worked with the Town Clerk on her return, on the Administrative Assistant, and Committee Support Officer Job Descriptions, job titles if applicable, and Terms and Conditions, with support from Skylite Associates**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.414.7 **RESOLVED: that Flexitime and Overtime policies were put in place for a trial period of three months, and that the flexi time policy was trialled with the Management Team initially and then they would be discussed with the Town Clerk as a policy for inclusion in the Staff Handbook**

Proposed by Councillor Ms Fox
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

S.414.8 **RESOLVED: that this Committee worked with the Town Clerk to put in place a management structure, going forward, with a Deputy or Leader role to provide cover when the Town Clerk was unavailable, taking input from Skylite Associates, that the Committee Officer was used in a Clerking role when CiLCA trained, and that all options were considered at a future meeting of this Committee**

Proposed by Councillor Wilkins
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously

S.415

TO CONSIDER ARRANGEMENTS FOR THE TOWN CLERK'S PHASED RETURN TO WORK AND AGREE ACTION

The Acting Deputy Town Clerk advised that the exact date of the Town Clerk's return was not yet known. It had been agreed at a previous Staffing Committee Meeting that Mrs Hughes would continue as Acting Deputy Town Clerk for at least three months after the Town Clerk's return.

A discussion took place on a phased return to work for the Town Clerk. The Clerk of the Meeting advised that the return to work should be based on guidance from Occupation Health, with a scheduled return based on their guidance. This would also give the Acting Deputy Town Clerk time to adjust back into her own role. The current Terms & Conditions for the Administrative Assistant and the Committee Support Officer should continue for three months after the Town Clerk's return. It was suggested that the staffing structure was examined during this time to enable staff to fit into new roles when required.

S.415.2

RESOLVED: that arrangements for the Town Clerk's phased return to work were considered and that 1) this Council sought guidance from Cornwall Council Occupational Health to arrange a scheduled return to work for the Town Clerk, appropriate to requirement, 2) the Administrative Assistant and Committee Support Officer were permitted to continue working to their current Terms and Conditions for three months after the Town Clerk's return to work, 3) this Council's staffing structure was reviewed during this phased return period to allow staff greater flexibility for fitting into new roles as required

Proposed by Councillor Ms Pearce
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

Miss Ritchie returned to the meeting at 11.11am and resumed the minutes.

S.416

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 the delegation back to the Staffing Committee to consider

The Acting Deputy Town Clerk informed the meeting that, on Cornwall Council's recommendation, this Council undertakes its Health & Safety audit before making any further decisions on outsourcing its Health & Safety services.

S.416.2 **RESOLVED: that a recommendation from Full Council:**
“C.4575.3 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”. This was discussed and deferred until the outcome of the annual Health & Safety audit was known

Proposed by Councillor Collins
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

S.416.3 **RESOLVED: that delegated authority was given to the Acting Deputy Town Clerk and Chairman of the Finance & General Purpose Committee to take any remedial action necessary, arising from the annual Health & Safety audit**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.417 **TO RECEIVE THE ANNUAL PERFORMANCE APPRAISALS FOR THE**
a) Amenities Technicians & Supervisor;
b) Administrative Assistant;
c) Committee Support Officer;
d) Senior Librarian;
e) Library Assistants

The Chairman moved items b) and c) to be discussed when Miss Ritchie had left the meeting.

S.417.2 **RESOLVED: that the Annual Performance Appraisals for the Amenities Technicians and Supervisor, Senior Librarian and Library Assistants were received and that the staff were thanked for their work**

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

The Chairman advised that the Annual Performance Appraisals of the Administrative Assistant and the Committee Support Officer would be discussed when Miss Ritchie had left the meeting.

S.418 **TO CONSIDER THE TRAINING & DEVELOPMENT NEEDS OF THE**
a) Amenities Technicians & Supervisor;
b) Administrative Assistant;
c) Committee Support Officer;

**d) Senior Librarian;
e) Library Assistants**

The Acting Deputy Town Clerk advised that as part of this Council's Safeguarding Policy, Disclosure and Barring Service (DBS) checks were carried out for the Library and Amenities staff, at a cost of £25 per person.

It was noted that this should be mandatory in this Council's Conditions of Employment.

The Chairman advised that the training and development needs of the Administrative Assistant and the Committee Support Officer would be discussed when Miss Ritchie had left the meeting.

S.418.2 RESOLVED: that Disclosure and Barring Service (DBS) checks were carried out for the Library and Amenities staff, at a cost of £25 per person, to be funded from the Staff Training budget

Proposed by Councillor Ms Pearce
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously

S.418.3 RESOLVED: that Disclosure and Barring Service (DBS) checks for Library and Amenities staff should be a mandatory part of this Council's Terms and Conditions of Employment

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.418.4 RESOLVED: to approve all training and development needs of staff as identified in their appraisals:

██████████ - ILM Level 2 with Comm Skills, Confined Spaces training, using funding from Amenities Staff Training budget;

██████████ – RHS Level 2 Cert in Practical Horticulture, using funding from Amenities Staff Training budget;

██████████ – Confined Spaces, using funding from Amenities Green Spaces Staff Training budget;

██████████ – Working at Heights, using funding from Amenities Green Spaces Staff Training budget;

██████████ – Confined Spaces, Hedgerow maintenance, Abrasive wheel training, Fungi & Tree Diseases training, using funding from Amenities Green Spaces Staff Training budget;

All Amenities team: Working at Heights and COSHH level 2, using funding from Amenities and Green Spaces Staff Training budgets;

██████████ – ILM Level 2, Report Writing;

On a vote being taken the matter was approved unanimously.

S.419.5

RESOLVED: that the terms and conditions of employment of the Administrative Assistant and Committee Support Officer were considered [REDACTED]

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.419.6

RESOLVED: that the training needs of the Administrative Assistant as identified in her appraisal were: ILCA Level 2, and Pitman Speed Writing, to be funded from the Finance & Administration Staff Training budget, and that the training needs of the Committee Support Officer as identified in her appraisal were Presentation Skills, and Pitman Speed Writing, to be funded from the Finance & Administration Staff Training budget

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Miss Ritchie re-entered the meeting at 11.51am and resumed the minutes.

S.420

TO APPROVE OPENING HOURS AND STAFF LEAVE FOR CHRISTMAS 2019

The Acting Deputy Town Clerk informed members of the times that the Town Council and Library services would be required during the Christmas and New Year period.

Mrs Hughes and Miss Ritchie left the meeting at 11.54am, as they had interest in the business about to be discussed. Mrs Mason took the minutes.

S.420.2

RESOLVED: that opening hours and staff leave for Christmas 2019 were approved: 24th December – closed, one day’s holiday gift to staff; 25th and 26th December – closed; 27th December – closed, staff to take one day’s leave; 28th December – Library closed, staff take half day leave; 30th December – Library open, all other staff required to take one day’s leave; 31st December – closed, staff take one day’s leave; 1st January – closed, holiday; all staff return to work on 2nd January 2020

Proposed by Councillor Mrs V Dalley
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 12.05 pm.

SIGNED BY THE CHAIRMAN.....

DATE