

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 Wednesday 2nd October 2019 at 10.30 am.

PRESENT:

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

IN ATTENDANCE:

Samantha Hughes, Acting Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Louise Cantrill representing Skylite Associates Limited

S.421 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.422 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.422.2 RESOLVED: that apologies from Councillors Williams and Winter for non-attendance of the Staffing Meeting held on 2nd October 2019 were received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.423 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 Acting Deputy Town Clerk declared interest in agenda items 13 and 19; Committee Support Officer in agenda item 13 as they both had a direct involvement.

S.424 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.425 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed the meeting that the Town Clerk had been signed off sick for a further four weeks.

S.426 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 6th AUGUST 2019 AND THE CHAIRMAN TO SIGN THEM

S.426.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 6th August 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.427 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 6th AUGUST 2019 AND THE CHAIRMAN TO SIGN THEM

S.427.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 6th August 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.428 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.429 TO RECEIVE A STAFFING REVENUE BUDGET REPORT TO THE END OF AUGUST 2019, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION

The Acting Deputy Clerk advised that because of present circumstances there was a higher than normal expenditure for salaries and associated costs and recommended virement of budget at the financial year end.

There was no staff contingency budget in place for Library agency staff and expenditure to date would need a virement of staff contingency budget at the financial year end.

The Health & Safety and welfare budgets showed a high spend but this included annual insurance.

S.429.2 **RESOLVED: that the Staffing Revenue Budget Report to the end of August 2019 was received, and that at the financial year end, funds needed from the Staff Contingency Budget were vired to the Salaries, and associated costs for Finance & Administration and Library Service**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously.

S.430 **TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR AUGUST 2019, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

S.430.2 **RESOLVED: that the Cornwall Pension Fund Employer Newsletter for August 2019 was received**

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the motion was approved unanimously.

S.431 **TO RECEIVE A FORMAL INVITATION FROM MATT ALLEN, EMPLOYER LIAISON OFFICER, CORNWALL PENSION FUND, TO THE EMPLOYERS' MEETING ON 28TH NOVEMBER AND APPOINT TWO REPRESENTATIVES FROM THIS COMMITTEE TO ATTEND**

S.431.2 **RESOLVED: that an invitation to attend the Cornwall Pension Fund Employers' meeting on 28th November was received and that Councillors Ms Fox and Williams and the Acting Deputy Town Clerk attended as representatives of this Council**

Proposed by Councillor Champion
Seconded by Councillor Mrs V Dalley

On a vote being taken the motion was approved unanimously.

S.432 **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.432.2 **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 Champion

On a vote being taken the matter was approved unanimously.

Mrs Hughes and Miss Ritchie left the meeting at 10.40am and Ms Cantrill took the minutes.

S.433 **TO RECEIVE AND NOTE A VERBAL AND WRITTEN STAFFING UPDATE AND RECOMMENDED STAFFING STRUCTURE FROM SKYLITE ASSOCIATES AND AGREE ACTIONS FOR BUDGET PLANNING AND FUTURE IMPLEMENTATION**

S.433.2 **RESOLVED: to recommend to Full Council that the Updated Staffing Report and recommendations on the Staffing Structure from Skylite Associates Limited was received and that this Committee recommended to Full Council that the financial implications of the new structure were included in Budget Planning for 2020/21**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.433.3 **RESOLVED: to recommend to Full Council that the Updated Staffing Structure 2019/20 by Skylite Associates Limited is adopted**

Proposed by Councillor Ms Pearce
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.433.4 **RESOLVED: to recommend that Full Council delegates the implementation of the new Staffing structure to the Staffing Committee and the Senior Management Team for implementation no later than 1st April 2020 and that in addition to the proposal,** [REDACTED]

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Mrs Hughes and Miss Ritchie re-entered the meeting at 11.05am and Miss Ritchie resumed the minutes.

S.434 TO RECEIVE A PROPOSAL FROM SKYLITE ASSOCIATES LTD FOR SUPPORT TO CAMBORNE TOWN COUNCIL, AGREE ACTION AND AUTHORISE NECESSARY EXPENDITURE

Ms Cantrill gave a short presentation of Skylite Associates' Proposal,

[REDACTED]

S.434.2 RESOLVED: that a proposal from Skylite Associates Ltd for support to Camborne Town Council was received [REDACTED]

[REDACTED]

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.434.3 RESOLVED: that Skylite Associates Ltd's proposal of Ongoing Transition Support for this Council's staffing team was accepted, with expenditure approved from the Human Resources Earmarked Reserves

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Wilkins

On a vote being taken the matter was approved unanimously.

S.435 TO RECEIVE A WRITTEN REPORT FROM THE SENIOR LIBRARY ASSISTANT REGARDING STAFF AND AGENCY LEVELS AND A COST ANALYSIS OF AGENCY STAFF Vs ADDITIONAL PART-TIME STAFF, AGREE ACTION AND APPROVE EXPENDITURE

Research by the Senior Library Assistant showed that the cost of employing an additional part-time member of staff for the Library was comparable to using Agency staff.

S.435.2 RESOLVED: that a written report from the Senior Library Assistant regarding staff and agency levels and a cost analysis of agency staff vs additional part time staff was received and that an extra member of staff was employed to work on Saturday mornings, the cost to be included in the budget preparations for 2020/21, for future implementation

and that extra Library opening hours were considered, going forward

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.436 TO RECEIVE A REPORT DETAILING COST OF COVER FOR TOWN CLERK AND WHILE SHORT STAFFED, MAY TO SEPTEMBER 2019, AGREE ACTION AND AUTHORISED ANY ASSOCIATED EXPENDITURE

S.436.2 RESOLVED: that a report detailing cost of cover for Town Clerk and while short-staffed, May to September 2019 was received and that the Staffing Contingency sum was increased by £5K per annum, into the reserve, the ceiling to be set at £60K

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.437 TO RECEIVE AN UPDATE ON THE TOWN CLERK AND CONSIDER EMPLOYEE TERMS AND CONDITIONS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

It was anticipated that the Town Clerk would return to work early In November. [REDACTED]

S.437.2 RESOLVED: that an update on the Town Clerk was received

Proposed by Councillor Collins
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.438 TO RECEIVE A REPORT FROM THE PROJECTS & AMENITIES OFFICER REGARDING THE PURCHASE OF IT EQUIPMENT FOR THE AMENITIES UNIT, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Acting Deputy Town Clerk explained that this was brought to the Staffing Committee for consideration because it represented a change to the way the Amenities team were working; the team were connected to the Town Council's IT and the Projects and Amenities Officer could work off site if required. The initial purchase and set-up cost would be taken from Earmarked Reserves with ongoing costs met from the Amenities budget from 2020/21.

S.438.2 **RESOLVED: that a report from the Projects & Amenities Officer regarding the purchase of IT equipment for the Amenities Unit was received and approved, using funds from Human Resources Earmarked Reserves**

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously

S.439 **TO RECEIVE A REPORT FROM THE FINANCE & ADMINISTRATION OFFICER REGARDING A TRAINING REQUEST FOR PROFESSIONAL ACCOUNTANCY TRAINING, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Finance & Administration Officer informed members that she had cancelled a previous accountancy training course already agreed by this Committee as it had been geared towards private sector employees. This alternative course met public sector requirements for accounting, audit and asset accounting. She answered members' questions, then left the meeting at 11.34am.

Discussion took place and it was agreed this course was an excellent opportunity for the Finance & Administration Officer to extend her knowledge.

S.439.2 **RESOLVED: that a report from the Finance & Administration Officer regarding a training request for professional accountancy training was received and that 1) the Staffing Committee gave authorisation for the Finance & Administration Officer to undertake the first module CIPFA PQ Audit and Assurance by way of Self Study Plus, at a cost of £480, plus exam entry fee, student membership fees and exemptions, 2) that in line with the Training and Development Policy that time off be given to undertake the training, exam and preparation, and 3) the Staffing Committee will consider further modules as part of the annual appraisal process and training needs identified**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.440 **TO CONSIDER QUOTATIONS FOR A BESPOKE FIRST AID AT WORK COURSE FOR THE OFFICE AND LIBRARY STAFF, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

A Cornwall College First Aid course had been identified at a cost of £750 for up to ten delegates, to include office and library staff, and which could be hosted in the Passmore Edwards Building on a day the Library was closed.

S.440.2 RESOLVED: that quotations for a bespoke First Aid at Work course for the office and library staff was received and that Cornwall College provided this training at a cost of £750, funding to come from the Staff Training budget

Proposed by Councillor Champion
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.441 TO CONSIDER A QUOTATION FOR FIRE WARDEN TRAINING FOR ALL STAFF, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

S.441.2 RESOLVED: that a quotation for Fire Warden training for all staff was received and that the Senior Library Assistant, the Projects & amenities Officer, the Acting Deputy Town Clerk and one member of the Amenities team attended the course, led by Phoenix Services, at a cost of £85 per person, using funds from the Staff Training budget

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.442 TO RECEIVE A QUOTATION FROM MICROTEST FOR ADOBE ACROBAT PRO SOFTWARE, APPROVE ACTION AND AUTHORISE EXPENDITURE

This software would update IT facilities for the Engagement Officer and the Projects & Amenities Officer.

S.442.2 RESOLVED: that a quotation from Microtest for Adobe Acrobat Pro software was received and approved, at a cost of £740 plus VAT, using funds from Finance & Administration Earmarked Reserves

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.37am.

SIGNED BY THE CHAIRMAN.....

DATE