

# Agenda



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

---

COMMITTEE:

**To all Members of the Staffing Committee**

COUNCILLORS:

**Mrs V Dalley (Chairman), D Wilkins (Vice Chairman) (ex officio), M Champion, J P Collins, Ms Z Fox, M Pearce, M Williams, G Winter**

I HEREBY SUMMON YOU TO A MEETING:  
**of the Staffing Committee**

TO BE HELD:

**The Passmore Edwards Building, The Cross, Cross Street, Camborne,  
TR14 8HA**

ON:

**Wednesday 18<sup>th</sup> December 2019 at 2:00pm**

- 
1. Safety Procedures.
  2. To receive apologies for non-attendance.
  3. 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.
  4. To approve written request(s) for dispensations.
  5. Chairman's Announcements.
  6. To receive and approve the minutes of the meeting of the Staffing Committee held on 12<sup>th</sup> November 2019 and the Chairman to sign them.
  7. To receive and approve the redacted minutes of the meeting of the Staffing Committee held on 12<sup>th</sup> November 2019 and the Chairman to sign them.
  8. Matters arising, where no substantive item below, for information only.

9. To receive the net position by code of the Staffing Revenue Budget 2019/2020, up to October 2019, note committed expenditure to date and agree any appropriate action.
10. To receive a recommendation from the Strategic Budget Working Party.  
SBWP.62.3 RESOLVED: to recommend to all Committees that at the Financial Year End, all underspends are prioritised to the Passmore Edwards Building Earmarked Reserves.
11. To receive the Cornwall Pension Fund Employer Newsletter for November 2019, agree any action and authorise expenditure accordingly.
12. To receive the Cornwall Pension Fund Employer Newsletter for December 2019, agree any action and authorise expenditure accordingly.
13. To receive a presentation from Louise Cantrill of Skylite Associates Limited regarding a draft Staff Handbook (Version 3), including new policies and receipt of policy form. Approve action and authorise associated expenditure.
14. To consider and agree a payroll payment date for December 2019.
15. To receive an invitation to the SLCC Regional Training Seminar, agree action and authorise expenditure.
16. 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.
17. To receive a verbal report from Louise Cantrill of Skylite Associates Limited regarding updated Staff Job Description for the Finance & Administration Officer (proposed Finance Officer and Deputy Town Clerk) and approve.
18. To receive a verbal update from the Acting Deputy Town Clerk on the Town Clerk and consider a phased return to work plan. Agree action and authorise expenditure.
19. To receive a verbal report from the Acting Deputy Town Clerk to consider continued arrangements for Town Clerk cover and year end assistance. Agree action and authorise expenditure.
20. To consider carry over of leave from 2019/20 for exceptional circumstances and agree action.
21. To receive a verbal update from the Acting Deputy Town Clerk on the Library Service Staffing and Customer correspondence. Agree action and authorise expenditure.
22. To receive a verbal update from the Acting Deputy Town Clerk on the Senior Library Assistant Terms and Conditions. Agree action and authorise expenditure.

---

Given under my hand this:

**11<sup>th</sup> day of December 2019**

**Samantha Hughes**

Acting Deputy Town Clerk

This meeting has been **advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media and members of the public.**

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.