

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:

Tuesday 4th February 2020 at 10:00am

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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 18th December 2019 and the Chairman to sign them.
 7. To receive and approve the redacted minutes of the meeting of the Staffing Committee held on 18th December 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, to December 2019, note committed expenditure to date and agree any appropriate action. (to follow)

10. To receive final draft of Staff Handbook (Version 4), approve action and authorise associated expenditure.
11. 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.
12. To receive a quotation for a laptop and accessories for staff use, agree action and authorise expenditure.
13. To receive verbal advice from Louise Cantrill of Skylite Associates in relation to phased return and conditions. Agree action and authorise expenditure.
14. To receive a verbal update and written report from the Finance Officer & Deputy Town Clerk on the Town Clerk and considerations on a phased return to work plan. Agree action and authorise expenditure. (to follow)
15. To receive a verbal update from the Finance Officer and Deputy Town Clerk on recent staffing levels for the Library Service, agree action and authorise expenditure.
16. To receive six-month reviews for all staff:
 - (i) Finance Officer & Deputy Town Clerk;
 - (ii) Engagement Officer;(to follow)
 - (iii) Projects & Amenities Officer;(to follow)
 - (iv) Finance & Administrative Assistant;
 - (v) Committee Support Officer;
 - (vi) Amenities Supervisor;(to follow)
 - (vii) Amenities Technicians;(to follow)
 - (viii) Senior Library Assistant;
 - (ix) Library Assistants. (to follow)

Authorise action and approve associated expenditure.
17. To receive a request for Flexible Working from the Amenities & Projects Officer and agree action.

Given under my hand this:
28th day of January 2020

Samantha Hughes
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.