

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 18th December 2019 at 2.00 pm.

PRESENT:

Councillor Mrs V Dalley Chairman
Councillor D Wilkins Vice Chairman
Councillor Ms Fox
Councillor Ms Pearce
Councillor Mrs M Williams
Councillor G Winter

IN ATTENDANCE:

Samantha Hughes, Acting Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Sarah Mason, Cornwall Association of Local Councils (Clerk of the Meeting) (from point mentioned); Louise Cantrill representing Skylite Associates Limited

S.461 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.462 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.462.2 RESOLVED: that apologies from Councillors Collins and Champion for non-attendance of the Staffing Meeting held on 18th December 2019 were received

Proposed by Councillor Wilkins
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

S.463 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

There were no declarations of interest.

S.464 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.465 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.466 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 12th NOVEMBER 2019 AND THE CHAIRMAN TO SIGN THEM

S.466.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 12th November 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.467 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 12th NOVEMBER 2019 AND THE CHAIRMAN TO SIGN THEM

S.467.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 12th November 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.468 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.469 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

S.469.2 RESOLVED: that the net position by code of the Staffing Revenue Budget 2019/2020, up to October 2019, was received and noted

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously.

S.470 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

S.470.2 RESOLVED: that a recommendation from the Strategic Budget Working Party

SBWP.62.3 to recommend to all Committees that at the Financial Year End, all underspends are prioritised to the Passmore Edwards Building Earmarked Reserves

was received and approved

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously.

S.471 TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR NOVEMBER 2019, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

S.471.2 RESOLVED: that the Cornwall Pension Fund Employer Newsletter for November 2019 was received

Proposed by Councillor Winter
Seconded by Councillor Williams

On a vote being taken the motion was approved unanimously.

S.472 TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR DECEMBER 2019, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

S.472.2 RESOLVED: that the Cornwall Pension Fund Employer Newsletter for December 2019 was received

Proposed by Councillor Ms Fox
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously.

Mrs Hughes left the meeting at 2.11pm and returned at 2.12pm.

S.473

TO RECEIVE A PRESENTATION FROM LOUISE CANTRILL OF SKYLITE ASSOCIATES LIMITED REGARDING A DRAFT STAFF HANDBOOK (VERSION 3), INCLUDING NEW POLICIES AND A RECEIPT OF POLICY FORM. APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

Ms Cantrill presented Version 3 of the Draft Staff Handbook, which contained the following updates:

- Grievance Policy and Disciplinary Policy: 2019 versions added, as recommended by Cornwall Association of Local Councils;
- DBS Checking: wording amended;
- New policies added: Social Media Policy; Mental Health & Wellbeing Policy; Compassionate Leave Policy.

The Chairman advised that this item would be suspended, to be discussed again when Mrs Mason was present.

S.473.2

RESOLVED: that a presentation from Louise Cantrill of Skylite Associates Limited regarding a Draft Staff Handbook (Version 3), including new policies and a Receipt of Policy form was received, with amendments as suggested by Skylite Associates Limited and was suspended from further discussion until the Clerk of the Meeting was present

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.474

TO CONSIDER AND AGREE A PAYROLL PAYMENT DATE FOR DECEMBER 2019

The Finance & Administration Officer was proposing an early payroll date of 19th December, which would allow any issues to be rectified before the Christmas break.

S.474.2

RESOLVED: that a payroll payment date of 19th December 2019 was approved

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the motion was approved unanimously.

S.475

TO RECEIVE AN INVITATION TO THE SLCC REGIONAL TRAINING SEMINAR, AGREE ACTION AND AUTHORISE EXPENDITURE

S.475.2 **RESOLVED: that an invitation to the SLCC Regional Training Seminar was received and that the Acting Deputy Town Clerk and the Engagement Officer attended, and that expenditure was approved from the Staff Training Budget**

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously.

S.476 **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.476.2 **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 Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Mrs Hughes and Miss Ritchie left the meeting at 2.18pm and Ms Cantrill took the minutes.

Mrs Mason entered the meeting at 2.20pm.

S.477 **TO RECEIVE A VERBAL REPORT FROM LOUISE CANTRILL OF SKYLITE ASSOCIATES LIMITED REGARDING UPDATED STAFF JOB DESCRIPTION** [REDACTED]

[REDACTED]

S.477.2 **RESOLVED: that a verbal report from Louise Cantrill of Skylite Associates Limited regarding updated Staff Job Description** [REDACTED]
[REDACTED] **received and that the Chairman and Vice Chairman were delegated to discuss and implement the additional duties to the Job** [REDACTED]
[REDACTED]

Proposed by Councillor Wilkins
Seconded by Councillor Pearce

[REDACTED]

S.477.3 RESOLVED: that the revised Job Description and change in title is approved with amendments

Proposed by Councillor Pearce
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

S.477.4 RESOLVED: [REDACTED]

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Mrs Hughes returned to the meeting at 3:15pm

S.478 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.

A discussion was held where the recent report was discussed and ways that the Council can support the Town Clerk in her return to work.

S.478.2 RESOLVED: that a verbal update from the Acting Deputy Town Clerk on the Town Clerk was received and that The Chairman and Vice Chairman send a letter to the Town Clerk

[REDACTED]

Proposed by Councillor Dalley
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

S.478.3 RESOLVED: that a budget of £1,000 was delegated to the Chairman, Vice Chairman and Acting Deputy Town

[REDACTED]

Proposed by Councillor Fox
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.478.4 RESOLVED: that a draft phased return to work plan for the Town Clerk was received and noted

Proposed by Councillor Wilkins
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

S.479 TO RECEIVE A VERBAL UPDATE FROM THE ACTING DEPUTY TOWN CLERK ON THE LIBRARY SERVICE STAFFING AND CUSTOMER CORRESPONDENCE. AGREE ACTION AND AUTHORISE EXPENDITURE

A discussion was held regarding recent correspondence from a member of the public, and consideration was given to how the Council can support its staff by getting up-to-date risk assessments for the Library and Office regarding when the building is open to the public.

S.479.2 RESOLVED: that a verbal update from the Acting Deputy Town Clerk on the Library Service Staffing and Customer correspondence was received and that the verbal report on the Customer correspondence was noted and that work was carried out on risk assessments to link to the lone working policy.

Proposed by Councillor Dalley
Seconded by Councillor Wilkins

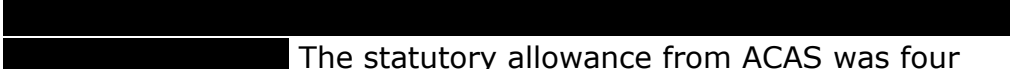

On a vote being taken the matter was approved unanimously

Miss Ritchie re-entered the meeting at 3.45pm.

A discussion was held in relation to some ongoing Staffing issues and the need for Managers to have the information needed to support Staff.

S.479.3 RESOLVED: That a letter be sent to request the information required to support and assist the member of Staff

S.480 TO CONSIDER CARRY OVER OF LEAVE FROM 2019/20 FOR EXCEPTIONAL CIRCUMSTANCES AND AGREE ACTION


 The statutory allowance from ACAS was four weeks for those on long-term sick leave, to be taken within 18 months.

S.480.2 RESOLVED: that carry over of leave from 2019/20 for exceptional circumstances was considered and that a carry-

over of four weeks would be allowed [REDACTED]
[REDACTED]
[REDACTED] and the usual 5 days carry over for all other members of staff

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.481

TO RECEIVE A VERBAL UPDATE FROM THE ACTING DEPUTY TOWN CLERK ON THE SENIOR LIBRARY ASSISTANT TERMS AND CONDITIONS. AGREE ACTION AND AUTHORISE EXPENDITURE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

S.481.2

**RESOLVED: that a verbal update from the Acting Deputy Town Clerk on the Senior Library Assistant Terms and Conditions was received and [REDACTED]
[REDACTED]
[REDACTED] to be brought back to this Committee for approval**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.482

TO RECEIVE A VERBAL UPDATE FROM THE ACTING DEPUTY TOWN CLERK TO CONSIDER CONTINUED ARRANGEMENTS FOR TOWN CLERK COVER AND YEAR END ASSISTANCE. AGREE ACTION AND AUTHORISE EXPENDITURE.

The Acting Deputy Town Clerk advised that the arrangements in place to cover the Town Clerk's absence were working well. Issue of iPads to Councillors would be prioritised in the New Year.

[REDACTED]
[REDACTED]
[REDACTED]

A request was made for the Engagement Officer to work on an online Event Management qualification at a cost of £140.

S.482.2

RESOLVED: that a verbal update from the Acting Deputy Town Clerk to consider continued arrangements for Town

Clerk cover and year end assistance was received and that (i) Event Management Training for the Engagement Officer was approved at cost of £140; (ii) the Accountant could provide additional assistance and (iii) Skylite Associates Ltd could provide additional HR resources when required, with expenditure authorised from Staff Training and HR Earmarked Reserve.

Proposed by Councillor Wilkins
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

S.482.3 RESOLVED: that the meeting is extended until its conclusion

Proposed by Councillor Winter
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was carried unanimously.

The Chairman resumed agenda item 13.

Members requested that Skylite checked compliance and made amendments where appropriate:

- The Bullying Policy should include harassment, bullying & intimidation, in line with this Council's Code of Conduct;
- Dignity at Work Policy to be included;
- Holiday entitlement should be stipulated in line with the Code of Conduct of this Council as a Green Book Employer and stated on employees' contracts;
- A Risk Assessment of Lone Working situations should be undertaken;

Ms Cantrill left the meeting at 4.12pm.

S.482.4 RESOLVED: that the Compassionate Leave Policy was adopted

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

Ms Cantrill returned to the meeting at 4.14pm.

Ms Cantrill advised that Skylite Associates Ltd had checked the new policies against the Green Book and would be checking the adopted policies for compliance.

The Staff Handbook (Version 3) would be reviewed and brought back to a future meeting of the Staffing Committee for approval

There being no further business the Chairman closed the meeting at 4.17pm.

SIGNED BY THE CHAIRMAN.....

DATE