

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 10th March 2020 at 10:00am

-
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 4th February 2020 and the Chairman to sign them.
 7. To receive and approve the redacted minutes of the meeting of the Staffing Committee held on 4th February 2020 and the Chairman to sign them (to follow).
 8. To receive and approve the minutes of the Extraordinary meeting of the Staffing Committee held on 10th February 2020 and the Chairman to sign them.

9. To receive and approve the redacted minutes of the Extraordinary meeting of the Staffing Committee held on 10th February 2020 and the Chairman to sign them (to follow).
10. Matters arising, where no substantive item below, for information only.
11. To receive the net position by code of the Staffing Revenue Budget to 31st January 2020, note committed expenditure to date and agree any appropriate action.
12. To receive a Town and Parish Council Bulletin "Coronavirus (COVID-19) update" from Cornwall Council, agree action and authorise associated expenditure.
13. 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.
14. To discuss ongoing implications of staff shortages, agree action and make recommendations to Full Council.
15. To receive a verbal update from the Deputy Town Clerk on the Town Clerk and agree action.
16. To receive a verbal update from the Deputy Town Clerk on the recruitment for Amenities & Projects Officer and consider assessment for Amenities & Projects Officer recruitment process, agree action and authorise expenditure.
17. To receive a verbal report from the Deputy Town Clerk and to consider a request from the Library Service to alter opening hours on Saturdays and make recommendation to Full Council.
18. To consider the increase of Staff for the Library Service as previously discussed and included in the budget, agree action and authorise expenditure.
19. To receive an updated Job Description and Person Specification for Saturday Library & Council Support Assistant and agree action.
20. To receive a written report from the Deputy Town Clerk on recruitment and selection processes for Library & Council Support Assistant (Saturdays), agree action and authorise expenditure.
21. To receive a verbal report from the Deputy Town Clerk on the revised Job Description for the Senior Library and Council Support Assistant, agree action and authorise expenditure.
22. To receive a verbal update from the Deputy Town Clerk on CiLCA training for the Deputy Town Clerk and Committee Support Officer, agree action and authorise associated expenditure.

23. To consider training and conference "Managing Absence at Work" for the Deputy Town Clerk, agree action and authorise associated expenditure.
 24. To review the Sickness & Absence Policy and approve any amendments (to follow).
 25. To consider attendance for the Town Clerk or Deputy Town Clerk at the Society of Local Council Clerks (SLCC) Leadership in Action Conference, agree action and authorise expenditure.
 26. To receive South West Councils Associate Member News February 2020, agree action and authorise associated expenditure.
-

Given under my hand this:
3rd day of March 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.