

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 Monday 10th February 2020 at 10.30 am.

PRESENT:

Councillor Mrs V Dalley Chairman
Councillor M Champion
Councillor J P Collins
Councillor Ms Fox
Councillor Ms M Pearce
Councillor Mrs M Williams
Councillor G Winter

IN ATTENDANCE:

Samantha Hughes, Deputy Town Clerk; Melanie Negus, Finance and Administration Assistant.

S.500 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.501 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.501.2 RESOLVED: that the apologies from Councillor Wilkins for non-attendance, and Councillor Winter for late arrival of the meeting of the Staffing Committee held on the 10th February 2020 were received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

S.502 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.503 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.504 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.505 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.506 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.506.2 RESOLVED: 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.

S.507 TO RECEIVE A LETTER OF RESIGNATION

S.507.2 RESOLVED: that a letter of resignation was received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.508 TO RECEIVE PROJECTS AND AMENITIES OFFICER JOB DESCRIPTION AND CONSIDER ARRANGEMENTS FOR ADVERTISING, RECRUITMENT AND SELECTION FOR THE AMENITIES AND PROJECTS OFFICER POST, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

Councillor Winter entered the meeting at 10.37 am.

The Deputy Clerk reported that Sky Associates would be Advertising the Post, and it would also be advertised on Cornwall Council's intranet and the Town Council's website.

S.508.2 RESOLVED: that the Projects and Amenities Officer Job description be changed to 'Amenities and Projects Officer'

Proposed by Councillor Mrs Williams
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

- S.508.3** **RESOLVED: that Skylite Associates be used to assist the Town Council with the recruitment of an Amenities and Projects Officer, alongside Cornwall Council and CALC adverts (closing date 2nd March). The expenditure was approved to be taken from the Recruitment budget and Human Resources Earmarked Reserves**

Proposed by Councillor Collins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

- S.508.4** **RESOLVED: that the recruitment for an Amenities and Projects Officer be advertised for a period of three weeks**

Proposed by Councillor Collins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

- S.508.5** **RESOLVED: [REDACTED]
[REDACTED]
[REDACTED] shortlist for interview.**

Proposed by Councillor Collins
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

- S.508.6** **RESOLVED: that the [REDACTED]
[REDACTED] conduct interviews for Amenities and Projects Officer; Councillor [REDACTED] to stand in for any Councillor unavailable on the day**

Proposed by Councillor Champion
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

- S.509** **TO DISCUSS INTERIM COVER ARRANGEMENTS FOR THE PROJECTS AND AMENITIES OFFICER POST, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Cover arrangements were discussed, and ad-hoc Project Management Support had been recommended on a daily rate.

Members considered this to be a good option and felt that it could be left for the Deputy Town Clerk to decide when required

S.509.2 **RESOLVED: that interim cover arrangements for the Projects and Amenities Officer Post to be determined by the Deputy Clerk** [REDACTED]

Proposed by Councillor Champion
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

S.510 **TO DISCUSS ANY MATTERS ARISING FROM THE RESIGNATION OF THE PROJECTS AND AMENITIES OFFICER, AGREE ANY ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

S.510.2 **RESOLVED: that one, three, and six month reviews to be conducted on the newly appointed Amenities and Projects Officer, and that this is added to the induction policy to be approved at the next Staffing Committee Meeting**

Proposed by Councillor M Pearce
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.511 **TO RECEIVE A REQUEST FOR EXTENDED LEAVE FOR A MEMBER OF THE AMENITIES TEAM, AGREE ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE**

S.511.2 **RESOLVED: that a request for extended leave for a member of the Amenities Team was approved**

Proposed by Councillor Champion
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

SIGNED BY THE CHAIRMAN.....

DATE