

# Meeting Minutes

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

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## 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 Tuesday 4<sup>th</sup> February 2020 at 10.00 am.**

## PRESENT:

**Councillor Mrs V Dalley** Chairman  
**Councillor D Wilkins** Vice Chairman  
**Councillor M Champion**  
**Councillor J Collins**  
**Councillor Ms Fox**  
**Councillor Ms Pearce**  
**Councillor Mrs M Williams**  
**Councillor G Winter**

## IN ATTENDANCE:

**Samantha Hughes, Deputy Town Clerk (to and from points mentioned); Janet Ritchie, Committee Support Officer (to point mentioned); Louise Cantrill representing Skylite Associates Limited**

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### **S.483 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

### **S.484 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

All members present.

### **S.485 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.486 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**S.487 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that it would be necessary to arrange an extraordinary meeting of the Staffing Committee to discuss a staff vacancy which had arisen recently.

**S.488 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 18<sup>th</sup> DECEMBER 2019 AND THE CHAIRMAN TO SIGN THEM**

**S.488.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 18<sup>th</sup> December 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.489 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 18<sup>th</sup> DECEMBER 2019 AND THE CHAIRMAN TO SIGN THEM**

**S.489.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 18<sup>th</sup> December 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.490 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.491 TO RECEIVE THE NET POSITION BY CODE OF THE STAFFING REVENUE BUDGET 2019/2020, UP TO DECEMBER 2019, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION**

The Finance Officer informed members that owing to exceptional circumstances the Staff Contingency Budget (4140) was near to being spent and that because of the ongoing current situation it may be necessary to use funds from HR Earmarked Reserves towards the end of the financial year.

**S.491.2 RESOLVED: that the net position by code of the Staffing Revenue Budget 2019/2020, up to December 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.492 TO RECEIVE A FINAL DRAFT OF STAFF HANDBOOK (VERSION 4), APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Deputy Town Clerk informed the meeting that since Draft Version 4 was issued, she had received further suggestions from members for consideration:

- Amend the reporting time for sickness absence to one hour, in line with other handbook policies.
- If the employee is unable to phone in sick themselves, then a close relative may do so by proxy.
- Police must be informed if an employee has acted against the law.

After a short discussion, members agreed with these amendments, to bring the Staff Handbook to Version 5.

**S.492.2 RESOLVED: that a final draft of Staff Handbook (Version 4) was received and that the with following amendments (Version 5) added, adopted:**

**(i) amend the reporting time for sickness absence from 30 minutes to one hour, in line with other handbook policies;**  
**(ii) if an employee is physically unable to phone in their sickness absence, then a close relative may do so by proxy;**  
**(iii) if an employee has acted against the law, the Police must be informed**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

**S.493 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.493.2 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 Collins

On a vote being taken the matter was approved unanimously.

**S.494 TO RECEIVE A QUOTATION FOR A LAPTOP AND ACCESSORIES FOR STAFF USE, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk explained that having a laptop for staff use would give flexibility of working on site or allow a member of the management team to work from home if a special requirement arose.

Members were agreeable to this, with the addition that a monitor should be included, to meet Health & Safety requirements.

**S.494.2 RESOLVED: that a quotation for a laptop and accessories for staff use was received and accepted, and that a monitor was included in the purchase, to be funded from HR Earmarked Reserves**

Proposed by Councillor Wilkins

Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**S.495 TO RECEIVE VERBAL ADVICE FROM LOUISE CANTRILL OF SKYLITE ASSOCIATES IN RELATION TO PHASED RETURN AND CONDITIONS. AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

Discussion took place and consideration was given to ensuring that, ultimately, appropriate arrangements were made which would benefit both the Town Council and all staff members.

Members asked Ms Cantrill to convey their good wishes to the Town Clerk.

**S.496 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**

Mrs Hughes advised members that it was prudent for this Council to have arrangements in place, ready to be actioned when the Town Clerk returned to work.

Discussion took place and members considered [REDACTED]

work.

**S.496.2**

**RESOLVED: that verbal advice from Louise Cantrill of Skylite Associates in relation to phased return and conditions, and 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 were received and that during a phased return to work, staff received full pay for four weeks, after which they were paid for the hours actually worked, supplemented by a combination of sick pay (if not at work) and paid annual leave, if available. This will be brought back to the Staffing Committee to approve the revision of the sickness policy**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Miss Ritchie left the meeting at 10.40am and Ms Cantrill took the minutes.

**S.497**

**TO RECEIVE A VERBAL UPDATE FROM THE FINANCE OFFICER & DEPUTY TOWN CLERK ON RECENT STAFFING LEVELS FOR THE LIBRARY SERVICE, AGREE ACTION AND AUTHORISE EXPENDITURE**

There was a short discussion about recent staffing levels but that they are now up to full strength again, and that in the new financial year we would be recruiting for a Saturday member of staff which will help the team and rotas.

**S.497.2**

**RESOLVED: that a verbal update from the Finance Officer & Deputy Town Clerk on recent Staffing Levels for the Library Service was received and that staff were thanked for their hard work and excellent ideas and creativity**

Proposed by Councillor Champion  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously

**S.498**

**TO RECEIVE SIX-MONTH REVIEWS FOR ALL STAFF:**

- (i) Finance Officer & Deputy Town Clerk;**
- (ii) Engagement Officer;**
- (iii) Projects & Amenities Officer;**

- (iv) **Finance & Administrative Assistant;**
- (v) **Committee Support Officer;**
- (vi) **Amenities Supervisor;**
- (vii) **Amenities Technicians;**
- (viii) **Senior Library Assistant;**
- (ix) **Library Assistants;**

**AUTHORISE ACTION AND APPROVE ASSOCIATED EXPENDITURE**

There was a discussion on each review, and staff were all recognised and thanked, the Library service was mentioned as being a wonderful example of how far we have come in providing activities and variety for service users. All staff and teams were recognised for what we are achieving as a Town Council.

**S.498.2                   RESOLVED: that six-month reviews for all staff were received and that staff were thanked for their excellent work and commitment.**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.498.3                   RESOLVED: that any new training requests for staff within the six-month reviews are delegated to the Deputy Town Clerk, Chairman and Vice Chairman for consideration and implementation with expenditure approved from the training budgets.**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.499                   TO RECEIVE A REQUEST FOR FLEXIBLE WORKING FROM THE AMENITIES & PROJECTS OFFICER AND AGREE ACTION**

**S.499.2                   RESOLVED: that a request for Flexible Working from the Amenities & Projects Officer was received and no action was taken**

Proposed by Councillor Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously

There being no further business the Chairman closed the meeting at 11.31am.

SIGNED BY THE CHAIRMAN.....

DATE .....

