

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 12th November 2019 at 10.30 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

IN ATTENDANCE:

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

S.443 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.444 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.444.2 RESOLVED: that apologies from Councillor Winter for non-attendance of the Staffing Meeting held on 12th November 2019 were received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.445 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

The Acting Deputy Town Clerk declared interest in agenda items 14 and 17 and the Committee Support Officer declared interest in agenda item 17 as they both had a direct involvement.

S.446 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.447 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.448 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 2nd OCTOBER 2019 AND THE CHAIRMAN TO SIGN THEM

S.448.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 2nd October 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.449 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 2nd OCTOBER 2019 AND THE CHAIRMAN TO SIGN THEM

S.449.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 2nd October 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.450 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.451 TO RECEIVE THE NET POSITION BY CODE OF THE STAFFING REVENUE BUDGET 2019/2020, UP TO SEPTEMBER 2019, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION

The Acting Deputy Town Clerk advised that expenditure on staff salaries was higher than usual because of the present staffing circumstances and would be offset at the Financial Year End by virements.

S.451.2 RESOLVED: that the net position by code of the Staffing Revenue Budget 2019/2020, up to September 2019, was received and noted

Proposed by Councillor Collins
Seconded by Councillor Mrs Williams

On a vote being taken the motion was approved unanimously.

S.452 TO RECEIVE A REPORT FROM THE ACTING DEPUTY TOWN CLERK REGARDING THE STAFFING COMMITTEE DRAFT REVENUE BUDGET 2020/2021 AND THREE-YEAR FINANCIAL PLAN, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Acting Deputy Town Clerk advised that her draft budget allowed for the extra expenditure of another Amenities Technician. It would be necessary to increase the Library budget to allow for another staff member on Saturdays, as previously agreed.

Mrs Hughes was thanked for her report.

S.452.2 RESOLVED: that a report from the Acting Deputy Town Clerk regarding the Staffing Committee Draft Revenue Budget 2020/2021 and three-year financial plan was received

Proposed by Councillor Wilkins
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

S.452.3 RESOLVED: to adjust the Library Employees Salaries from £62K to £64K for 2020/2021, also increased by £2,000 for 2121/22, 2022/23

Proposed by Councillor Collins
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously.

S.452.4 RESOLVED: to increase the Employees NICs Budget to £6,200 for 2020/2021, also by £200 for 2021, 2022/23

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.452.5 RESOLVED: to increase the Superannuation Budget from £13,000 to £14,000, in line with increases, for 2020/2021, and increased by £1,000 for 2021/22, 2022/23

Proposed by Councillor Wilkins

Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.453 TO RECEIVE A BUDGET TIMETABLE 2019

S.453.2 RESOLVED: that a Budget Timetable 2019 was received

Proposed by Councillor Mrs V Dalley

Seconded by Councillor Ms Pearce

On a vote being taken the motion was approved unanimously.

Mrs Hughes left the meeting at 10.42am.

Mrs Hughes, Ms Cantrill and Mrs Mason entered the meeting at 10.43am.

S.454 TO RECEIVE A PRESENTATION FROM LOUISE CANTRILL OF SKYLITE ASSOCIATES LIMITED REGARDING A DRAFT STAFF HANDBOOK (VERSION 1), INCLUDING NEW POLICIES AND A STAFF CONFIRMATION OF RECEIPT FORM, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

Ms Cantrill presented the first draft of a proposed staff handbook, which contained a mix of new and expanded policies as well as those already existing and which was designed to accommodate changes in the law as they occurred. Particular attention was given to an Equal Opportunities Policy and a Dignity at Work Policy.

Discussion took place and it was agreed that the following areas still needed more working on by Skylite Associates:

- Shortlisting of candidates for interview;
- Health & Safety Policy;
- Uniform Policy;
- Social Media Policy;
- Annual Leave Policy

S.454.2 RESOLVED: that a presentation from Louise Cantrill of Skylite Associates Limited regarding a Draft Staff Handbook (Version 1), including new policies and a staff Confirmation of Receipt form was received, with amendments as suggested by Skylite Associates Limited and that this Committee formally adopted an Equal Opportunities Policy, Dignity at Work Policy, Flexible Working Policy and a Flexitime Working Policy

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.454.3 RESOLVED: that as part of this Council’s Shortlisting Policy, the Staffing Committee nominated a shortlisting panel at the time of recruitment

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.455 TO RECEIVE A VERBAL UPDATE FROM THE ACTING DEPUTY TOWN CLERK ON A TEAM BUILDING SESSION FOR THE SENIOR MANAGEMENT STAFF AND AGREE ACTION

The Acting Deputy Town Clerk intended to run two half-day sessions with Skylite Associates and Senior Management, to discuss Financial Regulations, Engagement Strategy and Amenities and General Policies. The results would be brought back to December Full Council, with any changes recommended by the Management Team.

Discussion took place and it was suggested that it may be more beneficial to hold the sessions over one day instead of two half days, with the option of a further half day session after the Town Clerk’s return to work.

S.455.2 RESOLVED: that a verbal update from the Acting Deputy Town Clerk on a Team Building session for the Senior Management Staff was received and that, if required, the session could take up to a whole day

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

Having declared interest in the next agenda item, Mrs Hughes left the meeting at 11.24am.

Before any discussion could take place, the Clerk of the Meeting suggested that agenda item 17 could be brought forward and discussed before agenda item 14.

The Committee Support Officer left the meeting at 11.27am and Mrs Mason took the minutes.

S.456 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.456.2 **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.

S.457 **TO RECEIVE A VERBAL REPORT FROM LOUISE CANTRILL OF SKYLITE ASSOCIATES LIMITED REGARDING UPDATED JOB DESCRIPTIONS**

[REDACTED]

S.457.2 **RESOLVED: that a verbal report from Louise Cantrill of Skylite Associates Limited regarding updated Job Descriptions**

[REDACTED]

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.457.3 **RESOLVED: that** [REDACTED]

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.457.4 **RESOLVED: that** [REDACTED]

Proposed by Councillor Wilkins
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.458 **TO RECEIVE INFORMATION REGARDING** [REDACTED]
[REDACTED]
[REDACTED]

S.458.2 **RESOLVED: that** [REDACTED]
[REDACTED]
[REDACTED]

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.
Mrs Hughes and Miss Ritchie re-entered the meeting at 12.00pm.

S.459 **TO RECEIVE** [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

A short discussion took place and members agreed that attendance was not necessary as the conference was not appropriate to this Council

S.459.2 **RESOLVED:** [REDACTED]
[REDACTED]
[REDACTED]

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.460 **TO RECEIVE** [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

S.460.2 **RESOLVED: that** [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 12.09pm.

SIGNED BY THE CHAIRMAN.....

DATE