

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 Tuesday 10th March 2020 at 10.00 am.

PRESENT:

Councillor Mrs V Dalley	Chairman
Councillor D Wilkins	Vice Chairman
Councillor M Champion	
Councillor J P Collins	
Councillor Ms Fox	
Councillor Ms M Pearce	

IN ATTENDANCE:

Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer

S.512 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.513 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.513.2 RESOLVED: that the apologies from Councillors Williams and Winter for non-attendance of the Staffing Committee held on the 10th March 2020 were received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor M Pearce

On a vote being taken the matter was approved by a majority, with one vote against.

S.514 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.515 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.516 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.517 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 4TH FEBRUARY 2020 AND THE CHAIRMAN TO SIGN THEM

S.517.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 4th February 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.

S.518 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

S.518.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 4th February 2020 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.

S.519 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 10TH FEBRUARY 2020 AND THE CHAIRMAN TO SIGN THEM

Amendments were made to show the correct page numbers and meeting time.

S.519.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 10th February were received, approved and signed by the Chairman

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously of those entitled to vote.

S.520 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 10th FEBRUARY 2020 AND THE CHAIRMAN TO SIGN THEM

Amendments were made to show the correct page numbers and meeting time.

S.520.2 RESOLVED: that the amended redacted minutes of the Staffing Committee meeting held on 10th February 2020 were received, approved and signed by the Chairman

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously of those entitled to vote.

S.521 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.522 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

The Finance Officer advised members that because of the present situation the superannuation and staff contingency budgets showed an overspend and permission was requested to use the Human Resources EMR to meet year end requirements.

It was noted that expenditure had been wrongly attributed to code 4080 Health, Safety & Welfare and would need to be amended.

S.522.2 RESOLVED: that the net position by code of the Staffing Revenue Budget to 31st January 2020 was received and permission granted to use Human Resources EMR to meet year end requirements

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.523 TO RECEIVE A TOWN AND PARISH COUNCIL BULLETIN "CORONAVIRUS (COVID-19) UPDATE" FROM CORNWALL COUNCIL, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Deputy Town Clerk advised members that as the virus was an unknown quantity, vigilance and monitoring of the situation were required, as there was a potential to affect the running of this Council. As a matter of prudence, hand sanitisers had been purchased for use by staff.

Mrs Hughes was seeking delegated authority for the Deputy Town Clerk, Mayor and Deputy Mayor to act as required

- S.523.2** **RESOLVED: that a Town and Parish Council Bulletin "Coronavirus (Covid-19) update" from Cornwall Council was received and that the Mayor, Deputy Mayor and Deputy Town Clerk were given delegated authority to take any required action for any matters under the Staffing Committee remit**

Proposed by Councillor Wilkins
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

- S.524** **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.524.2** **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.525** **TO DISCUSS ONGOING IMPLICATIONS OF STAFF SHORTAGES, AGREE ACTION AND MAKE RECOMMENDATION TO FULL COUNCIL**

The Deputy Town Clerk explained the effects that the ongoing staff shortages were having on this Council.

She requested recommendation to Full Council that item 8.1(a) in the new Staff Handbook - Membership of the Staffing Committee - was overridden and the same personnel retained for the new municipal year, which would assist staff in keeping continuity and avoid taking up staff time in training new members.

It was also suggested that this could extend to all programme committees.

A short discussion took place and it was noted that in recent months Councillor Winter had been unable to fulfil his attendance at meetings, for various reasons.

S.525.2 **RESOLVED: that the ongoing implications of staff shortages were discussed and it was recommended to Full Council that (i) Councillor Winter be asked if he was willing to stand down from the Staffing Committee for 2020/21 municipal year due to him being unable to attend a number of meetings due to work commitments and pressures, (ii) Councillor Mrs Dalley become an ex-officio member of the Staffing Committee for the 2020/21 municipal year, and (iii) all Programme Committees remained unchanged as much as possible for the 2020/2021 municipal year, for continuity and to ease staff workload**

Proposed by Councillor Champion
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

The Deputy Town Clerk advised members that there were outstanding tasks, for example, Health & Safety, Risk Assessment, that would need addressing before an Amenities & Projects Officer was appointed. She requested that this Council employed specialist staff, approved by Skylite Associates, on a by need basis, to complete the work required.

S.525.3 **RESOLVED: that the Deputy Town Clerk could go ahead with the employment of specialist staff, approved by Skylite Associates, on an ad-hoc basis, to complete outstanding Amenities & Projects tasks, until the post of Amenities & Projects Officer was filled**

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

The Deputy Town Clerk advised that because of shortages and sickness, staff were working at full capacity and she asked members for awareness and understanding of this. She advised that some non-essential work might have to be placed on hold until the situation improved.

S.525.4 **RESOLVED: that recommendation was made to Full Council that this Council took on no new tasks for its staff until staff shortages had been rectified and that the Deputy Town Clerk was given delegated authority to prioritise staff workload as necessary**

Proposed by Councillor Champion

Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Miss Ritchie left the meeting at 10.24am while the next agenda item was being discussed. Mrs Hughes took the minutes.

S.526 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON THE TOWN CLERK AND AGREE ACTION

[REDACTED]

[REDACTED]

S.526.2 RESOLVED: that a verbal update from the Deputy Town Clerk on the Town Clerk was received and that delegated authority was given to the Deputy Town Clerk, Mayor and Deputy to take the necessary next steps and report back to the next meeting of this committee

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously

Miss Ritchie re-entered the meeting at 10.34am and resumed the minutes.

S.527 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON THE RECRUITMENT FOR AMENITIES AND PROJECTS OFFICER AND CONSIDER ASSESSMENT FOR AMENITIES AND PROJECTS OFFICER RECRUITMENT PROCESS, AGREE ACTION AND AUTHORISE EXPENDITURE

[REDACTED]

Discussion took place.

S.527.2 RESOLVED: that a verbal update from the Deputy Town Clerk on the recruitment for Amenities and Projects Officer was received and assessment for Amenities and Projects

Officer recruitment process considered and approved and that expenditure for the MBTI tests was approved

Proposed by Councillor Wilkins
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.528

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

The Deputy Town Clerk advised that the Library staff had observed public demand for the Library service on Saturday mornings, which indicated a preference for an earlier opening time, with a drop in demand later in the morning. It was suggested that opening times were changed from 10am to 1pm to new hours of 9.30am to 12.30pm which would serve the public better.

Members considered the request.

S.528.2

RESOLVED: that a verbal report from the Deputy Town Clerk was received and a request from the Library Service to alter opening hours on Saturdays was considered and that recommendation was made to Full Council to change the Saturday opening hours of the Library so that it was open from 9.30am to 12.30pm

Proposed by Councillor Champion
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.529

TO CONSIDER THE INCREASE OF STAFF FOR THE LIBRARY SERVICE AS PREVIOUSLY DISCUSSED AND INCLUDED IN THE BUDGET, AGREE ACTION AND AUTHORISE EXPENDITURE

Members considered the ongoing requirement for an additional Library staff member on Saturday mornings, to allow cover for sickness and holidays. It was noted that provision had already been made in the budget.

S.529.2

RESOLVED: that the increase of staff for the Library Service as previously discussed and included in the budget, was agreed for an additional member of the Library staff to be employed on Saturday mornings

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.530 TO RECEIVE AN UPDATED JOB DESCRIPTION AND PERSON SPECIFICATION FOR SATURDAY LIBRARY AND COUNCIL SUPPORT ASSISTANT AND AGREE ACTION

S.530.2 RESOLVED: that an updated Job Description and Person Specification for Saturday Library and Council Support Assistant was received and approved

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.531 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 ASSOCIATED EXPENDITURE

The Deputy Town Clerk outlined a proposal for members to consider. During a four-week timescale, the post would be advertised on social media, job websites and in the Library, then a shortlist would be drawn up, with interviews being conducted by a panel comprising the Senior Library Assistant and members of the Staffing Committee or Deputy Town Clerk, to be decided

S.531.2 RESOLVED: that a written report from the Deputy Town Clerk on recruitment and selection processes for Library & Council Support Assistant (Saturdays) was received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.531.3 RESOLVED: that the recruitment and advertising of the Library & Council Support Assistant (Saturdays) post was approved, using expenditure from the Recruitment budget

Proposed by Councillor Ms Pearce
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.531.4 RESOLVED: that the timetable of recruitment for the Library & Council Support Assistant (Saturdays) post was approved and that the shortlisting and interview panel

comprised the Senior Library Assistant, Chairman and Vice Chairman of Staffing Committee

Proposed by Councillor Champion
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

S.532

TO RECEIVE A REVISED JOB DESCRIPTION FOR THE SENIOR LIBRARY AND COUNCIL SUPPORT ASSISTANT, AGREE ACTION AND AUTHORISE EXPENDITURE

[REDACTED]

[REDACTED]

[REDACTED]

S.532.2

RESOLVED: that a revised Job Description for the Senior Library and Council Support Assistant was received and approved

Proposed by Councillor Collins
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

[REDACTED]

S.533

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

The Deputy Town Clerk advised that Cornwall Association of Local Councils was arranging Fast Track CiLCA training for completion in time for the new Council year in 2021. She explained that as two members of staff were attending the course, it would be necessary to purchase a second copy of Arnold-Baker Local Council Administration and BIT Defender software for the office laptop, so that users could access Town Council files during training sessions.

S.533.2 **RESOLVED: that a verbal update from the Deputy Town Clerk on CiLCA training for the Deputy Town Clerk and Committee Support Officer was received and that this Council purchased (i) Arnold Baker Local Council Administration and (ii) BIT Defender Software for use with the office laptop during training and that associated expenditure was agreed**

Proposed by Councillor Champion
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.534 **TO CONSIDER TRAINING AND CONFERENCE "MANAGING ABSENCE AT WORK" FOR THE DEPUTY TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE**

Discussion took place and it was agreed that the Deputy Town Clerk should attend only if her work schedule permitted. Advance booking for the event on 25th June was required but could be cancelled if attendance was not possible.

S.534.2 **RESOLVED: that training and conference "Managing Absence at Work" for the Deputy Town Clerk was considered and that a booking was made for the Deputy Town Clerk to attend if her work schedule permitted**

Proposed by Councillor Ms Fox
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.535 **TO REVIEW THE SICKNESS AND ABSENCE POLICY AND APPROVE ANY AMENDMENTS**

The Deputy Town Clerk explained that the Long-Term Absence Procedure had been updated to include a back to work interview procedure for the Town Clerk.

Discussion took place.

S.535.2 **RESOLVED: that the Sickness and Absence Policy was reviewed and that the Chairman of Staffing and the Mayor were nominated to conduct the Town Clerk’s back to work interviews going forward**

Proposed by Councillor Champion
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.535.3 **RESOLVED: that the proposals in Appendix 1 of the Sickness and Absence Policy were approved for recommendation to Full Council for inclusion in the Staff Handbook**

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.536 **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**

The Leadership in Action Conference was scheduled for 11th and 12th June. Discussion took place and members considered the Town Clerk’s absence and time constraints on the Deputy Town Clerk in the Town Council’s present situation.

S.536.2 **RESOLVED: that attendance for the Town Clerk or Deputy Town Clerk at the Society of Local Council Clerks (SLCC) Leadership in Action conference was considered and that because of present workload the Deputy Town Clerk did not attend**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.537 **TO RECEIVE SOUTH WEST COUNCILS ASSOCIATE MEMBER NEWS FEBRUARY 2020, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

S.537.2 **RESOLVED: that South West Councils Associate Member News February 2020 was received**

Proposed by Councillor Mrs 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 10.59am

SIGNED BY THE CHAIRMAN.....

DATE