

# 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 remotely via Zoom on Tuesday 12<sup>th</sup> May 2020 at 10.30 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**  
**Councillor Mrs M Williams**

## IN ATTENDANCE:

**Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Sarah Mason, Cornwall Association of Local Councils (Clerk of the Meeting)**

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### **S.538                      MEETING PROCEDURES**

The Chairman explained the meeting procedures.

### **S.539                      TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

All present.

### **S.540                      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 disclosable pecuniary interests.

### **S.541                      TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**S.542 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that a further meeting of the Staffing Committee would be held in three weeks, when it was anticipated that new Government guidelines on safety at work would be available. The suggested meeting date was Wednesday 3<sup>rd</sup> June.

**S.543 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 10<sup>th</sup> MARCH 2020**

**S.543.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 10<sup>th</sup> March 2020 were received and approved**

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.544 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 10<sup>th</sup> MARCH 2020**

**S.544.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 10<sup>th</sup> March 2020 were received and approved**

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.545 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.546 TO RECEIVE THE NET POSITION BY CODE OF THE STAFFING REVENUE BUDGET TO 31<sup>ST</sup> MARCH 2020, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION**

The Finance Officer advised members that the Staffing Revenue budget was up to date with only some year-end accruals outstanding. A staffing contingency fund had allowed for the staffing changes over the past twelve months. She suggested that any

underspends should be carried over to the Library and Passmore Edwards Building budgets.

**S.546.2 RESOLVED: that the net position by code of the Staffing Revenue Budget to 31<sup>st</sup> March 2020 was received and noted and that virement of any underspends to the Library and Passmore Edwards Building budgets was approved**

Proposed by Councillor Mrs Dalley

Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.547 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.547.2 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 Mrs Dalley

Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.548 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON STAFF WORK PRIORITIES, MANAGEMENT, ROTAS AND SAFETY MEASURES, AGREE ACTION AND AUTHORISE EXPENDITURE**

**i) Office**

The Deputy Town Clerk informed members that arrangements had been made and staff members were working from home, with new ways of working, which included meetings being held remotely.

The year-end accounts were due to be completed within the next two weeks and the Internal Audit would be carried out at the end of May, and the accounts presented for approval in June.

**ii) Library**

The Library staff continued to deliver an online service. Cornwall Council had approached the Town Council regarding reopening of the Library and a virtual meeting was scheduled for discussion, going forward. Members expressed the importance of staff safety and the necessity of having planned safety measures in place in the Library building in readiness for the re-opening of public

buildings when new government guidelines were announced. The Deputy Town Clerk suggested that a sum of £1K should be earmarked for safety adjustments and advised that any recommendations would need to be voted on by the Finance Committee, which was responsible for the Building budget.

**S.548.2**

**RESOLVED: that a verbal update from the Deputy Town Clerk on staff work priorities, management, rotas and safety measures was received and that a recommendation was made to the Finance & General Purposes Committee for a budget of £1K for the implementation of safety features in the Library building**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**iii) Amenities**

The Amenities team had returned to work on 11<sup>th</sup> May

[REDACTED]

**S.548.3**

**RESOLVED: that the Deputy Town Clerk was permitted to ask Skylite Associates Limited to carry out staff risk assessments, as required, funding to be taken from Staff Contingency budget**

Proposed by Councillor Champion  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

Councillor Wilkins left the meeting at 11.02am.

The Deputy Town Clerk advised that playground and leisure facilities remained closed, as per new guidelines issued on 11<sup>th</sup> May. The toilets in Camborne Recreation Ground, although closed, could be reopened once government guidance allows. A short discussion took place regarding the practicalities of frequent deep cleansing to the facility.

Councillor Wilkins re-joined the meeting at 11.04am.

Discussion took place regarding the Amenities team's use of Town Council vehicles during this time.

[REDACTED]

[REDACTED]

**S.548.4**            **RESOLVED: that safe working options were considered, to enable the eventual return to work at full capacity for Amenities staff and that they remained on their present rota for three weeks, when further guidance would be available and the situation could be reviewed**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.549**            **TO RATIFY A DECISION MADE BY THIS COMMITTEE BY EMAIL REGARDING THE TOWN CLERK'S TERMS AND CONDITIONS AND RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON THE TOWN CLERK AND AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

**S.549.2**            **RESOLVED: that a decision made by this Committee by e-mail regarding the Town Clerk's Terms and Conditions was ratified and that a verbal update from the Deputy Town Clerk on the Town Clerk was received**

[REDACTED]

**and report back to the next meeting of this committee**

Proposed by Councillor Ms Fox  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.550**            **TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON RECRUITMENT FOR VACANT POSTS AND CONSIDER OPTIONS AND TIMESCALES FOR COMPLETING THIS PROCESS, AGREE ACTION AND AUTHORISE EXPENDITURE**

**i)       Amenities & Projects Officer**

Because of the coronavirus situation, it had not been possible to complete all interviews for the Amenities & Projects Officer post before lockdown. The Deputy Town Clerk suggested that, with the easing of government restrictions, the remainder of interviews could be held using social distancing, provisionally on 10<sup>th</sup> June, when new guidelines would be available.

**ii) Saturday Library Assistant**

The Deputy Town Clerk suggested that the post for Saturday Library Assistant should be put on hold as the Library Staff's time would be taken up making safety preparations in readiness for eventual re-opening and this would not be a proper environment to train a new member of staff.

Discussion took place.

**S.550.2 RESOLVED: that a verbal update from the Deputy Town Clerk on recruitment for vacant posts was received and that the Deputy Town Clerk would arrange the remaining interviews for the Amenities & Projects Officer post to be held on 10<sup>th</sup> June, this date being provisional until a change in Government guidelines**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.550.3 RESOLVED: that advertising and interviews for the post of Saturday Library Assistant was put on hold to enable staff to use their time in making safety preparations at the Library building**

Proposed by Councillor Wilkins  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.551 TO RECEIVE AN UPDATE FROM NATIONAL JOINT COUNCILS ON THE PAY OFFER FOR 2020/21, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Chairman advised that the pay offer for 2020/21 had not been accepted at this time, but when approved it was usual practice to back date employees' payments to 1<sup>st</sup> April.

**S.551.2 RESOLVED: that an update from National Joint Councils on the pay offer for 2020/21 was received and that when the pay offer was accepted this Council would back date employees' payments to 1<sup>st</sup> April 2020.**

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 11.22am

SIGNED BY THE CHAIRMAN.....

DATE .....

