

Agenda



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

COMMITTEE:

To all Members of the Staffing Committee

COUNCILLORS:

**Mrs V Dalley (Chairman), D Wilkins (Vice Chairman) (ex officio),
M Champion, J P Collins, Ms Z Fox, M Pearce, M Williams**

I HEREBY SUMMON YOU TO A MEETING:

of the Staffing Committee

TO BE HELD:

Remotely via Zoom

ON:

Wednesday 29th July 2020 at 10.30am

1. Meeting Procedures.
2. To receive apologies for non-attendance.
3. 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.
4. To approve written request(s) for dispensations.
5. Chairman's Announcements.
6. To receive and approve the minutes of the meeting of the Staffing Committee held on 30th June 2020.
7. To receive and approve the redacted minutes of the meeting of the Staffing Committee held on 30th June 2020.
8. Matters arising, where no substantive item below, for information only.
9. To receive the Staffing Income and Expenditure Budget Report to the end of June 2020.

10. 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.

11. To receive a verbal update from the Deputy Town Clerk and on a staffing matter, agree action and authorise expenditure.

12. To receive and ratify a request for shared parental leave, decision made under delegation of the Deputy Town Clerk and Chairman of Staffing.

13. To receive the annual performance appraisals for the
 - a) Amenities Technicians;
 - b) Finance and Administration Assistant;
 - c) Committee Support Officer;
 - d) Senior Library Officer (to follow);
 - e) Library Assistants (to follow);
 - f) Engagement Officer;
 - g) Finance Officer and Deputy Town Clerk;

14. To consider the training and development needs of the
 - a) Amenities Technicians;
 - b) Finance and Administration Assistant;
 - c) Committee Support Officer;
 - d) Senior Library Officer;
 - e) Library Assistants;
 - f) Engagement Officer;
 - g) Finance Officer and Deputy Town Clerk;

agree action and authorise expenditure accordingly.

15. To consider the terms and conditions of employment of the
 - a) Amenities Technicians;
 - b) Finance and Administration Assistant;
 - c) Committee Support Officer;
 - d) Senior Library Officer;
 - e) Library Assistants;
 - f) Engagement Officer;
 - g) Finance Officer and Deputy Town Clerk;

agree action and authorise expenditure accordingly.

16. To consider training for the Amenities & Projects Officer, agree action and authorise expenditure.
 17. To receive a written details from the Deputy Town Clerk on budget costs of HR services and advice for consideration for 2021/22 budget, agree action and authorise expenditure.
 18. To receive a verbal report on cover for the Town Clerk and Finance Function, agree action and authorise expenditure.
 19. To approve opening hours and staff leave for Christmas 2020.
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Given under my hand this:

23rd day of July 2020

Samantha Hughes

Deputy Town Clerk

This meeting has been **advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media and members of the public.**

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.