

# 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 Wednesday 30th June 2020 at 10.00 am.**

## PRESENT:

**Councillor Mrs V Dalley**                      **Chairman**  
**Councillor D Wilkins**                      **Vice-Chairman**    **to and from points mentioned**  
**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; Louise Cantrill, Skylite Associates Ltd.**

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### **S.567                      MEETING PROCEDURES**

The Chairman explained the meeting procedures.

### **S.568                      TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

All present.

### **S.569                      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.570                      TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

### **S.571                      CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that the next meeting of this Committee would be held on 29<sup>th</sup> July 2020 at 10.30am.

**S.572 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 3<sup>rd</sup> JUNE 2020**

**S.572.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 3<sup>rd</sup> June 2020 were received and approved for signing**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Ms Pearce

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

**S.573 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 3<sup>RD</sup> JUNE 2020**

**S.573.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 3<sup>rd</sup> June 2020 were received and approved for signing**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Ms Pearce

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

**S.574 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.575 TO RECEIVE THE STAFFING INCOME AND EXPENDITURE BUDGET REPORT TO THE END OF APRIL 2020**

**S.575.2 RESOLVED: that the Staffing Income and Expenditure Budget Report to the end of April 2020 was received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

The Chairman proposed moving agenda item 10 for discussion after agenda item 17 in the closed session of the meeting, as it contained information of a sensitive nature

- S.575.3**                    **RESOLVED: that agenda item 10 was moved to the closed session of the meeting, for discussion after agenda item 17**
- Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins
- On a vote being taken the matter was approved unanimously.
- S.576**                    **TO RECEIVE SOUTH WEST COUNCILS NEWSLETTER FOR JUNE 2020 AND AGREE ACTION**
- S.576.2**                **RESOLVED: that South West Councils Newsletter for June 2020 was received**
- Proposed by Councillor Williams  
Seconded by Councillor Ms Fox
- On a vote being taken the matter was approved unanimously.
- S.577**                    **TO RECEIVE AN EMPLOYERS' GUIDE TO ASSUMED PENSIONABLE PAY FROM CORNWALL PENSION FUND AND AGREE ACTION**
- S.577.2**                **RESOLVED: that an Employers' Guide to Assumed Pensionable Pay was received**
- Proposed by Councillor Ms Pearce  
Seconded by Councillor Champion
- On a vote being taken the matter was approved unanimously.
- S.578**                    **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.578.2**                **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, with the exception of Louise Cantrill of Skylite Associates Ltd, who was permitted to remain as her input was required**
- Proposed by Councillor Champion  
Seconded by Councillor Collins
- On a vote being taken the matter was approved unanimously.
- S.579**                    **TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON THE APPOINTMENT OF AN AMENITIES AND PROJECTS OFFICER, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk informed members that the post of Amenities and Projects Officer had been filled, pending a written confirmation, with a start date scheduled for 20<sup>th</sup> July. The candidate's experience had factored highly in their appointment.

Councillor Wilkins lost contact with the meeting at 10.39am.

**S.579.2 RESOLVED: that a verbal update from the Deputy Town Clerk on the appointment of an Amenities and Projects Officer was received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.580 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON A STAFFING MATTER AND AGREE ACTION**

[REDACTED]

**S.580.2 RESOLVED: that a verbal update from the Deputy Town Clerk on a staffing matter was received**

Proposed by Councillor Champion  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**S.581 TO CONSIDER ARRANGEMENTS FOR ANNUAL APPRAISALS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk informed members that Skylite Associates Ltd had assisted with the previous year's appraisals and requested members' approval for Ms Cantrill to assist with some of this year's appraisals.

Members considered the request.

**S.581.2 RESOLVED: that arrangements for annual appraisals were considered**

[REDACTED]

**[REDACTED] the Deputy Town Clerk would carry out the appraisals for office and staff**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.582 TO CONSIDER A REQUEST FROM A MEMBER OF STAFF TO CARRY OVER LEAVE FROM 2019/20 DUE TO EXCEPTIONAL CIRCUMSTANCES, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

[REDACTED]

[REDACTED]

**S.582.2 RESOLVED: that a request from a member of staff to carry over leave from 2019/20 due to exceptional circumstances was considered and that the member of staff was permitted to carry over five and a half days leave [REDACTED]**

Proposed by Councillor Ms Fox  
Seconded by Councillor Williams

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

**S.583 TO RECEIVE A WRITTEN AND VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON THE OFFICE AND LIBRARY OPENING HOURS AND ROTAS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk presented a report detailing the arrangements for partial re-opening of the Library and Town Council Office. Initially, the Library would open for normal hours

on three days - Monday, Wednesday and Friday – and the Town Council office would be open on the same days. Library and office staff would work on a rota basis and continue to work from home when not at the Library building. The Amenities and Projects Officer would be able to work from the Amenities workshop. Saturday opening of the Library would resume in due course when a Saturday member of staff had been recruited.

The Deputy Town Clerk was thanked for her report.

**S.583.2**

**RESOLVED: that a written and verbal update from the Deputy Town Clerk on the Office and Library opening hours and rotas was received and that this Committee recommended to Full Council that the Library opens normal hours on weekdays and remains closed on Saturdays until phase two of reopening, and that the Town Council's face to face service operates on reduced hours/days on Mondays, Wednesdays and Fridays during phase one of re-opening; to be reviewed by the Council**

Proposed by Councillor Ms Pearce  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.584**

**TO RECEIVE A VERBAL AND WRITTEN REPORT FROM THE DEPUTY TOWN CLERK ON REQUESTS FOR MORE FLEXIBLE WORKING PATTERNS FOR A MEMBER OF THE OFFICE TEAM AND THE AMENITIES TEAM FOR A SHORT PERIOD OF TIME, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**S.584.2**

**RESOLVED: that a verbal and written report from the Deputy Town Clerk on requests for more flexible working patterns for a member of the office team and a member of**

**the Amenities team for a short period of time was received and flexible working agreed for both members of staff, to be reviewed at the Staffing Committee meeting in September 2020**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.585 TO RECEIVE A VERBAL REPORT FROM THE DEPUTY TOWN CLERK ON CONSIDERATIONS FOR BUDGET SETTING FOR 2021/2022**

The Deputy Town Clerk had received a request from the Library staff to increase staff hours, as there were indications that public demand on the Town Council's library service had increased enough to justify an extension of the library's opening hours.

Initial investigation by the Deputy Town Clerk into the cost showed that provision of the library service for one additional day per week would require forward planning for inclusion in next year's budget.

Discussion took place. One member expressed concern at the cost implications on the most vulnerable in the parish. However the consensus was that it should be explored.

The Deputy Town Clerk requested that HR advice and support was considered on a permanent basis, including assistance with the preparation of documents, interviews and templates, which would free the Town Clerk to work on other projects. In the first instance, the Deputy Town Clerk offered to investigate further and give a guideline on the number of hours and cost involved.

**S.585.2 RESOLVED: that a verbal report from the Deputy Town Clerk on considerations for budget setting for 2021/2022 was received and that the Deputy Town Clerk carried out further research into the increase of library staffing and opening hours**

Proposed by Councillor Ms Fox  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.585.3 RESOLVED: that the Deputy Town Clerk was asked to investigate this Council's use of HR advice on a permanent**

**basis, and report back with approximate costs to the next meeting of the Staffing Committee**

Proposed by Councillor Ms Fox  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.586 TO RECEIVE A LETTER REGARDING THE NATIONAL JOINT COUNCILS PAY OFFER FOR 2020/21, AGREE ACTION AND AUTHORISE EXPENDITURE**

The National Joint Councils had made a pay offer of 2.75% for 2020/2021.

One member commented that Paragraph 7.2 required clarification, as it appeared to contain conflicting advice.

**S.586.2 RESOLVED: that a letter regarding the National Joint Councils pay offer for 2020/21 was received**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

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

There being no further business the Chairman closed the meeting at 11.20 am.

SIGNED BY THE CHAIRMAN.....

DATE .....



