

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 remotely via Zoom on Wednesday 3rd June 2020 at 10.00 am.

PRESENT:

Councillor Mrs V Dalley **Chairman**
Councillor M Champion
Councillor J P Collins **to and from points mentioned**
Councillor Ms Fox
Councillor Ms M Pearce
Councillor Mrs M Williams

IN ATTENDANCE:

Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Nicky Ackersley, HR Advisor.

S.552 MEETING PROCEDURES

The Chairman explained the meeting procedures.

S.553 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.553.2 RESOLVED: that the apologies from Councillor Wilkins for non-attendance at the Staffing Committee meeting held on 3rd June 2020 were received and approved

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.554 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.555 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.556 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members that Councillor Wilkins was making good progress.

S.557 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 12th MAY 2020

S.557.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 12th May 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.

S.558 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 12th MAY 2020

S.558.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 12th May 2020 were received and approved for signing

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.559 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.560 TO CONSIDER A REQUEST FROM CORNWALL COUNCIL IN RELATION TO LIBRARY FINES: TO CONTINUE TO WAIVE THE OVERDUE FINES UNTIL SEPTEMBER 2020. AGREE ACTION AND AUTHORISE EXPENDITURE.

A short discussion took place. Cornwall Council was recognising that local Councils could not open their Library buildings to the public during the current coronavirus situation and therefore any overdue fines could not be collected.

S.560.2 **RESOLVED: that a request from Cornwall Council in relation to Library fines: To continue to waive the overdue fines until September 2020, was agreed**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.561 **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.561.2 **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.561.3 **RESOLVED: that Nicky Ackersley should not be excluded from the meeting as her input was required**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.562 **TO RECEIVE VERBAL GUIDANCE ON A STAFFING MATTER FROM OUR HR ADVISOR, AGREE ACTION AND AUTHORISE EXPENDITURE**

Ms Ackersley informed members that, together with the Deputy Town Clerk and Chairman of the Staffing Committee, she had undertaken meetings with the Town Clerk to discuss next steps, going forward.

Discussion took place and members noted the holiday entitlement accrued by the Town Clerk during the past year.

S.562.2 **RESOLVED: that verbal guidance on a staffing matter from our HR Advisor was received** [REDACTED]

[REDACTED]

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

Councillor Collins left the meeting at 10.36am, owing to technical difficulties.

S.562.3

RESOLVED: that the Deputy Town Clerk, Chairman of the Staffing Committee and Ms Nicky Ackersley continued further discussions with the Town Clerk and that approval was given for any appropriate Health assessments

Proposed by Councillor Mrs Dalley
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

Ms Ackersley left the meeting at 10.43am.

S.563

TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON AMENITIES TASKING AND THE RECRUITMENT OF AN AMENITIES AND PROJECTS OFFICER. CONSIDER ADDITIONAL ICT/OTHER REQUIREMENTS THAT MIGHT BE NEEDED, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Deputy Town Clerk informed members that the Amenities Team had returned to full time working on 26th May. One member of the team was installing safety measures at the Passmore Edwards building, in readiness for re-opening. It was apparent that there was a need for the Amenities Officer post to be filled and for the Amenities Supervisor to receive some extra training which would enable him to further assist the Manager once in post.

Floral displays were being arranged for the town and the fountain had been switched on.

It was intended that the 2nd day of interviews for Amenities Officer would be held on 16th June and would be socially distanced. Risk Assessments would be required, to assess the safety of this proposal. Candidates would undertake individual assessments on 18th June, as a separate part of the interview.

Discussion took place. It was noted that the new Amenities Officer might need to be based at the workshop for some of the time until the Passmore Edwards building was fully open, and would require a laptop, purchase of which had been agreed previously.

S.563.2

RESOLVED: that a verbal update from the Deputy Town Clerk on Amenities tasking and the recruitment of an

Amenities and Projects Officer was received and that the interviews for the Amenities and Projects Officer were held on 16th June and that Ms Louise Cantrill of Skylite Associates was asked to carry out Risk Assessments prior to interviews being held

Proposed by Councillor Champion
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.564

TO RATIFY A DECISION MADE BY THE CHAIRMAN OF AMENITIES/MAYOR/DEPUTY MAYOR AND DEPUTY TOWN CLERK: FOR THE AMENITIES TEAM TO RETURN TO FULL TIME TASKING FROM 26/05/20, ENSURING HEALTH AND SAFETY PROCEDURES ARE FOLLOWED

The Deputy Town Clerk confirmed that the Amenities team had returned to full time working, with a work plan in place agreed by the team.

S.564.2

RESOLVED: that a decision made by the Chairman of Amenities/Mayor/Deputy Mayor and Deputy Town Clerk: for the Amenities team to return to full-time tasking from 26/05/20, ensuring Health and Safety procedures are followed, was ratified

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.565

TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK REGARDING THE LIBRARY SERVICE AND CONSIDER A JOINED-UP APPROACH WITH OUR PARTNERS IN RELATION TO A RE-OPENING PLAN, AGREE ACTION AND AUTHORISE EXPENDITURE

The Deputy Town Clerk informed members that she had met remotely with Cornwall Council to discuss the phased re-opening of the Library service, which Cornwall Council was planning simultaneously for all towns and parishes with Libraries. The first phase was scheduled for July, in which the public could access a basic library service during normal opening hours via a staffed desk at the entrance to the Passmore Edwards building. Phase two was scheduled for September, when part of the Library could be open to the public, with social distancing, safety features and a screened area for the staff in place, which the Amenities staff were making ready.

Councillor Collins re-joined the meeting at 10.59am.

S.565.2

RESOLVED: that a verbal update from the Deputy Town Clerk regarding the Library Service and the consideration of a joined-up approach with our partners in relation to a re-opening plan was received and that the Amenities team were thanked for the safety measures already put in place in the Passmore Edwards building

Proposed by Councillor Mrs Dalley
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

S.566

TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK REGARDING OFFICE TASKING AND CONSIDER A PHASED PLAN OF OFFICE WORKING, AGREE ACTION AND AUTHORISE EXPENDITURE

The Deputy Town Clerk suggested that when the Library opened in July, office staff could return to work at the Passmore Edwards building, during the same hours as the Library staff and working on a rota basis, the remainder of their time spent working from home.

The Deputy Town Clerk and the Engagement Officer were meeting with the play equipment contractor to discuss a schedule for the refurbishments at Camborne Recreation Ground.

The annual internal audit had been completed and would be brought to the June meeting of Full Council.

The Chairman thanked the Deputy Town Clerk for the huge amount of work she had carried out, during difficult circumstances.

Councillor Collins left the meeting at 11.03am.

S.566.2

RESOLVED: that a verbal update from the Deputy Town Clerk regarding office tasking and a phased plan of office working was received and that this Council would continue to follow national guidelines regarding this matter

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

There was a short general discussion on procedures, going forward.

There being no further business the Chairman closed the meeting at 11.06am

SIGNED BY THE CHAIRMAN.....

DATE

