

# 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 1<sup>st</sup> September 2020 at 10.30 am.**

## PRESENT:

<b>Councillor Mrs V Dalley</b>	<b>Chairman</b>
<b>Councillor D Wilkins</b>	<b>Vice-Chairman</b>
<b>Councillor J Collins</b>	<b>from point mentioned</b>
<b>Councillor Ms M Pearce</b>	
<b>Councillor Mrs M Williams</b>	

## IN ATTENDANCE:

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

**CONFIDENTIAL - DRAFT**

### **S.606 MEETING PROCEDURES**

The Chairman explained the meeting procedures.

### **S.607 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

No apologies were received.

### **S.608 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.609 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

### **S.610 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.611 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 29<sup>TH</sup> JULY 2020**

**S.611.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 29<sup>th</sup> July 2020 were received and approved for signing**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Pearce

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

**S.612 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 29<sup>TH</sup> JULY 2020**

**S.612.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 29<sup>th</sup> July 2020 were received and approved for signing**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Pearce

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

Councillor Collins joined the meeting at 10.38am.

**S.613 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.614 TO RECEIVE THE STAFFING INCOME AND EXPENDITURE BUDGET REPORT TO THE END OF JULY 2020**

The Deputy Town Clerk informed members that the budget showed underspends across some areas for part of the year; for example, when there was no Amenities Officer in post.

**S.614.2 RESOLVED: that the Staffing Income and Expenditure Budget Report to the end of July 2020 was received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved by a majority.

**S.615 TO RECEIVE AND NOTE THE NJC LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2020-2021**

The Deputy Town Clerk informed members that a 2.75% increase had been agreed, backdated to April 2020, which fell within this Council's budget setting of 3%.

**S.615.2 RESOLVED: that the NJC Local Government Services Pay Agreement 2020-2021 was received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved by a majority.

**S.616 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.616.2 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.617 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON A STAFFING MATTER, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

She requested that this Committee sent a brief confidential report to the September meeting of Full Council.

**S.617.2 RESOLVED: that a verbal update from the Deputy Town Clerk on a staffing matter was received and noted and that a short confidential verbal report was sent to the September meeting of Full Council**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.618 TO REVIEW FLEXIBLE WORKING ARRANGEMENTS FOR STAFF, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk informed members that two members of staff who had been granted flexible working because of family commitments, would be able to resume their normal hours when schools re-opened on 7<sup>th</sup> September.

**S.618.2 RESOLVED: that flexible working arrangements for staff were reviewed and that staff working flexible hours would resume normal working on 7<sup>th</sup> September, when schools re-opened**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.619 TO RECEIVE A VERBAL REPORT FROM THE DEPUTY TOWN CLERK ON OFFICE HOURS AND STAFFING AND AGREE ACTION**

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The Deputy Town Clerk informed members of the proposal to re-open the Town Council Offices from Mondays to Fridays, week commencing 7<sup>th</sup> September. Screening would be in place for the public and staff would work to a rota to allow for social distancing within the office, with the remainder of their time spent working from home. This would offer flexibility and could be re-scheduled as required. The Council would continue to hold virtual meetings.

Discussion took place. Members agreed that staff should wear masks when away from their immediate work areas and when in public areas.

**S.619.2 RESOLVED: that a verbal report from the Deputy Town Clerk on office hours and staffing was agreed and that it was recommended to Full Council that the Town Council resumes normal Monday to Friday opening hours from 7<sup>th</sup> September 2020**

Proposed by Councillor Ms Pearce  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.620 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON LIBRARY HOURS AND STAFFING AND AGREE ACTION**

The Deputy Town Clerk reported that Saturday opening of the Library would resume from 12<sup>th</sup> September 2020. The Click and Collect service had been generally well-received and staff were planning to offer a limited browsing service, separate from the Click and Collect facility, but this required further investigation by the Deputy Town Clerk and the Senior Library Officer.

Public computer access would be resumed at a later stage through a timed booking system.

**S.620.2**                    **RESOLVED: that a verbal update from the Deputy Town Clerk on Library hours and staffing was received and that it was recommended to Full Council that the Library Service resumes normal opening hours from 12<sup>th</sup> September 2020 and that delegated authority is given to the Deputy Town Clerk and Senior Library Officer to investigate and implement a limited browsing service**

Proposed by Councillor Wilkins  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.621**                    **TO CONSIDER ARRANGEMENTS FOR APPOINTMENT OF FIXED TERM OFFICE ADMINISTRATION COVER, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk recommended that the Administration cover should be a six-month, fixed term post. She requested members' permission to enlist Skylite Associates to assist with advertising and initial shortlisting and suggested that the interview panel comprised the Deputy Town Clerk and two members of the Staffing Committee.

A short discussion took place and the Chairman and Vice-Chairman volunteered to interview.

**S.621.2**                    **RESOLVED: that arrangements for appointment of fixed term office administration cover were considered and that Skylite Associates was asked to arrange advertising and shortlisting and that the interview panel comprised the Deputy Town Clerk and the Chairman and Vice-Chairman of the Staffing Committee**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.622 TO RECEIVE AND APPROVE AMENDED RISK ASSESSMENTS FOR THE LIBRARY SERVICE**

The Deputy Town Clerk informed members that the amended Risk Assessments had been updated to include latest government recommendations.

**S.622.2 RESOLVED: that amended Risk Assessments for the Library Service were received and approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.623 TO RECEIVE AND NOTE INFORMATION FROM CORNWALL PENSION FUND ON ANNUAL BENEFIT STATEMENTS FOR 2020**

**CONFIDENTIAL - DRAFT**  
The Deputy Town Clerk informed members that there had been a delay in issuing the annual benefit statements.

**S.623.2 RESOLVED: that information from Cornwall Pension Fund on Annual Benefit Statements was received and noted**

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 .....