

# 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 29th July 2020 at 10.30 am.**

## PRESENT:

**Councillor Mrs V Dalley                      Chairman**  
**Councillor M Champion**  
**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.587                      MEETING PROCEDURES**

The Chairman explained the meeting procedures.

### **S.588                      TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**S.588.2                      RESOLVED: that the apologies from Councillor Wilkins for non-attendance at the Staffing Committee meeting held on 29<sup>th</sup> July 2020 were received and approved**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.589                      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**

The Deputy Town Clerk declared interest in items 14 g) and 15 g) and the Committee Support Officer declared interest in items 14 c) and 15 c) as they had a direct involvement.

**S.590 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**S.591 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.592 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 30<sup>th</sup> JUNE 2020**

**S.592.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 30<sup>th</sup> June 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.

**S.593 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 30<sup>th</sup> JUNE 2020**

**S.593.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 30<sup>th</sup> June 2020 were received and approved for signing**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.594 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.595 TO RECEIVE THE STAFFING INCOME AND EXPENDITURE BUDGET REPORT TO THE END OF JUNE 2020**

The Deputy Town Clerk informed members that the Health & Safety and Welfare expenditure had been posted to the Administration budget only and a journal correction would be made to distribute it to the correct budgets.

**S.595.2 RESOLVED: that the Staffing Income and Expenditure Budget Report to the end of June 2020 was received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.596 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.596.2 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, except Louise Cantrill of Skylite Associates Ltd, whose input into HR matters was required**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Ms Cantrill left the meeting at 10.38am.

**S.597 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON A STAFFING MATTER, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

[REDACTED]

[REDACTED]

**S.597.2 RESOLVED: that a verbal update from the Deputy Town Clerk on a staffing matter was received** [REDACTED]

[REDACTED]

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Ms Cantrill re-joined the meeting at 10.43am.

**S.598 TO RECEIVE AND RATIFY A REQUEST FOR SHARED PARENTAL LEAVE, DECISION MADE UNDER DELEGATION BY THE DEPUTY TOWN CLERK AND CHAIRMAN OF STAFFING**

The Deputy Town Clerk informed members that a member of staff had made a request for shared parental leave during the months

of September, October and November, which had been granted, following consultation with the other members of their team. Consideration had been given to its effect on the team members, particularly regarding any absences which might arise through training or annual leave.

**S.598.2**                    **RESOLVED: that a request for shared parental leave and a decision made under delegation by the Deputy Town Clerk and Chairman of the Staffing Committee was received and ratified**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.599**                    **TO RECEIVE THE ANNUAL PERFORMANCE APPRAISALS FOR**

- a) Amenities Technicians;**
- b) Finance & Administration Assistant;**
- c) Committee Support Officer;**
- d) Senior Library Officer;**
- e) Library Assistants;**
- f) Engagement Officer;**
- g) Finance Officer & Deputy Town Clerk**

Members noted that, despite difficulties throughout the year, staff had shown good teamwork. Ms Cantrill commented on the excellent performance of the Deputy Town Clerk, which was endorsed by members.

**S.599.2**                    **RESOLVED: that Annual Performance Appraisals for a) Amenities Technicians; b) Finance & Administration Assistant; c) Committee Support Officer; d) Senior Library Officer; e) Library Assistants; f) Engagement Officer and g) Finance Officer & Deputy Town Clerk were received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

The Chairman took agenda items 14 and 15 together.

**S.600**                    **TO CONSIDER THE TRAINING AND DEVELOPMENT NEEDS OF THE**

- a) Amenities Technicians;**
- b) Finance & Administration Assistant;**
- c) Committee Support Officer;**
- d) Senior Library Officer;**

- e) Library Assistants;
- f) Engagement Officer;
- g) Finance Officer & Deputy Town Clerk

**AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

**S.600.2**                    **RESOLVED: that training was approved for [REDACTED] Emergency First Aid at Work; Brush cutter Training; Horticulture Certificate Level 2 (commence September 2021) using funding from the Amenities Staff Training budget**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.600.3**                    **RESOLVED: that training was approved for [REDACTED] Safe Working in Confined Spaces; Pedestrian Roller Training; Strimmer Refresher Course using funding from the Green Spaces Staff Training budget**

Proposed by Councillor Champion  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.600.4**                    **RESOLVED: that training was approved for [REDACTED] Control of Substances Hazardous to Health (COSHH) using funding from the Green Spaces Amenities Staff Training budget**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.600.5**                    **RESOLVED: that training was approved for [REDACTED] Brush cutter Training; Abrasive Wheel Training; Fungi and Tree Diseases using funding from the Green Spaces Staff Training budget**

Proposed by Councillor Ms Fox  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.600.6**                    **RESOLVED: that training was approved for [REDACTED]  
Safe Working in Confined Spaces  
using funding from the Amenities Staff Training budget**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.600.7**                    **RESOLVED: that training was approved for [REDACTED]:  
Data Protection;  
Presentation Skills  
using funding from the Finance and Administration Staff  
Training budget**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.600.8**                    **RESOLVED: that training was approved for [REDACTED]:  
ILM Manager Training level 3;  
Report Writing  
using funding from the Library Staff Training budget**

Proposed by Councillor Ms Fox  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.600.9**                    **RESOLVED: that training was approved for Library  
assistants and that a budget be delegated to the Deputy  
Town Clerk of £1,000 for appropriate courses over this  
financial year**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.600.10**                    **RESOLVED: that training was approved for [REDACTED]  
[REDACTED]  
Professional Marketing Certificate-Module Digital  
Marketing;  
using funding from the Finance and Administration Staff  
Training budget**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Ms Hughes left the meeting at

**S.600.11**                    **RESOLVED: that training was approved for [REDACTED]  
HR short courses up to value of £1,500;  
using funding from the Finance and Administration Staff  
Training budget**

Proposed by Councillor V Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.600.12**                    **RESOLVED: That training time for the study of CILCA be  
allocated for the Deputy Town Clerk, of half a day a week  
for 3 months**

Proposed by Councillor Ms Fox  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

**S.601**                        **TO CONSIDER THE TERMS AND CONDITIONS OF  
EMPLOYMENT OF THE**

- a) Amenities Technicians;**
- b) Finance & Administration Assistant;**
- c) Committee Support Officer;**
- d) Senior Library Officer;**
- e) Library Assistants;**
- f) Engagement Officer;**
- g) Finance Officer & Deputy Town Clerk**

**AGREE ACTION AND AUTHORISE EXPENDITURE  
ACCORDINGLY**

**S.601.2**                    **RESOLVED: [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Miss Ritchie left the meeting at 11.03am and Ms Cantrill took the minutes.

**S.601.3**

**RESOLVED:**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.601.4**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.601.5**

**RESOLVED;**

Proposed by Councillor Ms Fox  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.601.6**

**RESOLVED:**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.601.7**

**RESOLVED: that the job descriptions and terms and conditions of employment be reviewed by our HR advisors with expenditure approved from the staff contingency**



**budget and that the results of the review are brought back to this committee for approval**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.601.8**

**RESOLVED:** [REDACTED]

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

[REDACTED]

**S.601.9**

**RESOLVED:** [REDACTED]

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Miss Ritchie re-joined the meeting at 11.50am.

**S.602**

**TO CONSIDER TRAINING FOR THE AMENITIES AND PROJECTS OFFICER, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.602.2**

**RESOLVED: that training for the Amenities and Projects Officer was considered and approved:  
NEBOSH Certificate;  
Fire Warden Training;  
and any further training requirements that may be identified, using funding from the Amenities Staff Training budget**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Ms Cantrill and Ms Fox left the meeting at 11.54am.

**S.603 TO RECEIVE 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**

The Chairman informed members that this Council had seen an increased need for HR support during the past year, to the extent that it now needed to consider the permanent use of a professional HR service.

Councillor Ms Fox returned to the meeting at 11.56am.

Initial research by the Deputy Town Clerk suggested that based on current need, a face to face support of two days per month, alongside phone support, on a 12-month contract would suffice; at a cost of £12K based on current use. It was noted that other Councils of this size used HR support.

The Deputy Town Clerk advised members that a review of this Council's budgets was due for 2021/22 which would provide an opportunity to make savings elsewhere in the budget to fund this service.

Discussion took place. Members welcomed the suggestion as a recommendation to Full Council.

**S.603.2 RESOLVED: that written details from the Deputy Town Clerk on budget costs of HR Services and advice for consideration for 2021/22 budget was received and that this Committee recommended to Full Council the employment of a professional HR service at a cost of £12K per annum, for inclusion in the 2021/22 budget and 3-year budget plan**

Proposed by Councillor Champion  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

Ms Cantrill returned to the meeting at 12.00pm.

**S.604 TO RECEIVE A VERBAL REPORT ON COVER FOR THE TOWN CLERK AND FINANCE FUNCTION, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk reported that her workload had increased considerably during the Town Clerk's absence. This was now exacerbated because the accountant that had assisted with the

finance on an ad hoc basis had been unavailable since the financial year end.

The Deputy Town Clerk suggested that, from September 2020, office space permitting, this Council considered employing a part-time assistant for six months at 20 hours per week, for general finance and office tasks. This would free up the Deputy Town Clerk and allow better use of her time.

Discussion took place and members considered the implications of safe working for the office staff if social distancing restrictions remained in place.

**S.604.2                   RESOLVED: that a verbal report on cover for the Town Clerk and Finance Function was received and that, from September 2020, if office space permitted, this Council employed a part-time assistant for general finance and office tasks, the post being 20 hours per week for six months with expenditure approved from the Finance and Administration Salaries budget**

Proposed by Councillor Champion  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.605                   TO APPROVE OPENING HOURS AND STAFF LEAVE FOR CHRISTMAS 2020**

**S.605.2                   RESOLVED: that opening hours and staff leave for Christmas 2020 were approved and that the Town Council office and Library would close from 24<sup>th</sup> December 2020 until Monday 4<sup>th</sup> January 2021 and that 24<sup>th</sup> December was a one-day holiday gift to staff and that staff were required to take 29<sup>th</sup> -31<sup>st</sup> December as annual leave**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 12.06pm.

SIGNED BY THE CHAIRMAN.....

DATE .....