

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 Tuesday 10th November 2020 at 10.30 am.

PRESENT:

Councillor Mrs V Dalley Chairman
Councillor D Wilkins Vice-Chairman
Councillor J Collins
Councillor Ms Z Fox
Councillor Ms M Pearce
Councillor Mrs M Williams

IN ATTENDANCE:

Samantha Hughes, Acting Town Clerk (to and from points mentioned); Janet Ritchie, Committee Support Officer; Louise Cantrill, Skylite Associates Limited.

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The Chairman explained the meeting procedures.

S.638 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.638.2 RESOLVED: that apologies were received from Councillor Champion for non-attendance at the Staffing Committee meeting held on 10th November 2020

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.639 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

Mrs Hughes declared interest in agenda item 18 as she had a direct involvement.

S.640 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.641 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.642 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 1ST OCTOBER 2020

S.642.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 1st October 2020 were received and approved for signing

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.643 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 1ST OCTOBER 2020

S.643.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 1st October 2020 were received and approved for signing

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.644 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.645 TO RECEIVE THE STAFFING INCOME AND EXPENDITURE BUDGET REPORT TO THE END OF SEPTEMBER 2020

The Acting Town Clerk informed members that the budget for the first six months of the financial year showed no overspends and expenditure was as expected, owing in part to staff vacancies. Underspends would be addressed at the next meeting.

S.645.2 RESOLVED: that the Staffing Income and Expenditure Budget Report to the end of September 2020 was received and approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.646

TO RECEIVE A WRITTEN REPORT FROM THE ACTING TOWN CLERK REGARDING THE STAFFING COMMITTEE DRAFT REVENUE BUDGET 2021/2022 AND THREE-YEAR FINANCIAL PLAN AND DRAFT BUDGET, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Acting Town Clerk informed members that the cost of increase in Library opening hours had been offset by making savings in areas which were underspent. Addition of HR services had been previously approved. Overall there was a minimal impact on the budget for the current financial year.

S.646.2

RESOLVED: that a written report from the Acting Town Clerk regarding the Staffing Committee draft revenue budget 2021/2022 and three-year financial plan and draft budget was received and that the Staffing Committee considered the report when making recommendations for this Council's revenue budget 2021/2022

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.647

TO RECEIVE A TIMETABLE FOR SETTING THE 2021/22 BUDGET

S.647.2

RESOLVED: that a timetable for setting the 2021/22 budget was received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.648

TO CONSIDER A REVISED PAYROLL PAYMENT DATE FOR DECEMBER 2020, AGREE ACTION AND AUTHORISE EXPENDITURE

The Acting Town Clerk requested that the December payroll date was brought forward to 17th, which would allow time for the staff monthly payments to be made and any queries to be rectified before the Christmas holidays.

S.648.2

RESOLVED: that a revised payroll payment date of 17th December 2020 was received and approved

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.649

TO RATIFY ACTIONS TAKEN IN RELATION TO STAFF HEALTH AND SAFETY DUE TO COVID-19 NATIONAL RESTRICTIONS IN PLACE, AGREE ACTION AND AUTHORISE EXPENDITURE

The Acting Town Clerk informed members that, following the latest national restrictions, it had been necessary to undertake measures for ensuring staff health and safety, with staff now combining office hours with working from home, to achieve better social distancing by having fewer staff in the office at any one time. The Library was offering a click and collect service, with no public admitted to Town Council premises.

Members recognised the need for this action.

S.649.2

RESOLVED: that actions taken in relation to staff health and safety due to Covid-19 national restrictions in place were ratified

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Williams

On a vote being taken the matter was approved unanimously.

S.650

TO RECEIVE AND NOTE A CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR OCTOBER 2020

S.650.2

RESOLVED: that a Cornwall Pension Fund Employer Newsletter was received and noted

Proposed by Councillor Mrs Williams
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.651

TO RECEIVE CORRESPONDENCE FROM NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) REGARDING NATIONAL SALARY AWARD MINIMUM LEAVE ENTITLEMENT 2020-2021, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

Louise Cantrill, representing Skylite Associates Limited, informed members that NALC had issued an advisory note recommending an additional day's leave for local council staff. As this was a national award Ms Cantrill recommended that the Town Council followed NALC's proposal.

Discussion took place. Members acknowledged staff members' contribution during the lockdown.

S.651.2 RESOLVED: that correspondence from National Association of Local Councils (NALC) regarding National Salary Award Minimum Leave Entitlement 2020-2021 was received and that this Council accepted NALC's recommendation to award staff an additional day's annual leave

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.652 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.652.2 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 Ms Louise Cantrill, whose input was required

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.653 TO RECEIVE A VERBAL UPDATE FROM THE ACTING TOWN CLERK ON OFFICE STAFFING AND TRAINING PROGRESS, AGREE ACTION AND AUTHORISE EXPENDITURE

The Acting Town Clerk informed members of staff training completed to date:

Finance & Administrative Assistant: Speedwriting;
Committee Support Officer: Speedwriting;
Engagement Officer: Events Management Level 4;
Acting Town Clerk: ILM Level 3;

The Acting Town Clerk was expecting to complete CiLCA by the end of this year.

[REDACTED]

Consideration was being given to hold staff reviews more frequently.

The staff were thanked for their work.

S.653.2

RESOLVED: that a verbal update from the Acting Town Clerk on office staffing and training progress was received and that the Staffing Committee thanked and congratulated staff for their work and achievements

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

The Acting Town Clerk left the meeting at 10.50am, as she had a direct involvement in the next agenda item.

S.654

TO RECEIVE A VERBAL UPDATE FROM SKYLITE ASSOCIATES REGARDING THE TOWN CLERK VACANCY, DUTIES AND RESPONSIBILITIES, AGREE ACTION AND AUTHORISE EXPENDITURE

Louise Cantrill, representing Skylite Associates Limited, gave a report outlining the options this Council should consider for the recruitment of its Town Clerk. Items for consideration were:

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■ Timing of recruitment in relation to the present job market; starting the recruitment process in February 2021 would allow time to complete year end budgets and ensure all

[REDACTED]

Ms Cantrill volunteered to carry out more detailed research and, in consultation with the Acting Town Clerk, bring this back to the next meeting of the Staffing Committee

S.654.2

RESOLVED: that a verbal update from Skylite Associates regarding the Town Clerk vacancy, duties and responsibilities was received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.654.3

RESOLVED: that Skylite Associates carried out further research and costings regarding the Town Clerk vacancy, duties and responsibilities, to bring back to the next meeting of the Staffing Committee

Proposed by Councillor Mrs Williams
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Mrs Hughes re-joined the meeting at 11.05am.

Ms Cantrill recommended that this Council checked its employment contracts, to ensure legality in line with new legislation.

There being no further business the Chairman closed the meeting at 11.07 am.

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SIGNED BY THE CHAIRMAN.....

DATE

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