

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 2nd December 2020 at 10.30 am.

PRESENT:

Councillor Mrs V Dalley Chairman
Councillor D Wilkins Vice-Chairman
Councillor M Champion
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.655 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

There were no apologies as all members were present.

S.656 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 14 as she had a direct involvement.

S.657 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.658 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.659 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 10th NOVEMBER 2020

S.659.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 10th November 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.660 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 10th NOVEMBER 2020

S.660.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 10th November 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.661 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.662 TO RECEIVE THE STAFFING INCOME AND EXPENDITURE BUDGET REPORT TO THE END OF OCTOBER 2020

The Acting Town Clerk informed members that the budget was unchanged from the previous month and was showing some underspending in the Amenities budget, as there had been no Amenities officer in place until the end of July. In answer to one member's query the Acting Town Clerk affirmed that funds were available in the Amenities and Green Spaces budget for additional follow-up work at Camborne Recreation Ground.

S.662.2 RESOLVED: that the Staffing Income and Expenditure Budget Report to the end of October 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.663 TO RECEIVE AN INVOICE FOR EXPENDITURE ON STAFF WORKWEAR, APPROVED UNDER DELEGATED AUTHORITY BY THE CHAIRMAN AND VICE CHAIRMAN WITH THE ACTING TOWN CLERK

The Acting Town Clerk informed members that a bulk purchase of replacement branded workwear had been made for the Amenities team. Orders were placed infrequently and represented a long-term supply.

S.663.2 RESOLVED: that an invoice for expenditure on staff workwear, approved under delegated authority by the Chairman and Vice-Chairman with the Acting Town Clerk was received and approved

Proposed by Councillor Williams
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.664 TO RECEIVE AND NOTE A CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR OCTOBER 2020

The Acting Town Clerk drew members' attention to new information regarding exit salary caps and improved accessibility of updated online forms. Cornwall Council's Employee Liaison Officer could assist if required.

S.664.2 RESOLVED: that a Cornwall Pension Fund Employer Newsletter for October 2020 was received

Proposed by Councillor Williams
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.665 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.665.2 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 on HR matters

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.666

TO RECEIVE A VERBAL UPDATE FROM THE ACTING TOWN CLERK ON OFFICE STAFFING AND ROTAS, AGREE ACTION AND AUTHORISE EXPENDITURE

The Acting Town Clerk informed members that staff rotas had been revised, in consultation with staff, to reflect the previous pattern of working, post-lockdown. This would give staff more office time and greater opportunity to interact as a team.



S.666.2

RESOLVED: that a verbal update from the Acting Town Clerk on office staffing and rotas was received [REDACTED]

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Proposed by Councillor Wilkins
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

The Acting Town Clerk left the meeting at 10.46 am, having declared interest in the next agenda item.

S.667

TO RECEIVE WRITTEN RECOMMENDATIONS FROM SKYLITE ASSOCIATES ON THE TOWN CLERK AND RFO ROLE, INCLUDING RECOMMENDATIONS ON TIMINGS FOR RECRUITMENT AND UPDATED STAFF JOB DESCRIPTIONS FOR:

(i) THE TOWN CLERK;

(ii) THE DEPUTY TOWN CLERK AND RFO (PREVIOUSLY FINANCE OFFICER AND DEPUTY TOWN CLERK);

AGREE ACTION AND AUTHORISE EXPENDITURE

Louise Cantrill, representing Skylite Associates Limited, presented a report recommending the restructuring of the Town Clerk's Job Description, depending on experience and that the Town Clerk should be re-graded with the removal of Responsible Financial Officer role. The report also acknowledged the Acting Town

Clerk's present duties and considered how this role might be structured. Members also considered the role of the Deputy Town Clerk as support to the Town Clerk and taking on the title Responsible Financial Officer in line with responsibilities of the role.

A comprehensive discussion took place and members considered the role of the Town Clerk in the community and as an employee of this Council. Ms Cantrill volunteered to re-examine the Town Clerk's Job Description from a strategic viewpoint and, in consultation with the Acting Town Clerk, bring a revised Job Description and Person Specification to the next meeting of the Staffing Committee.

S.667.2 **RESOLVED: that a verbal update from Skylite Associates regarding the Town Clerk vacancy, duties and responsibilities was received and that Skylite Associates presented a revised Town Clerk Job Description and Person Specification to the next meeting of the Staffing Committee, for recommendation to Full Council**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.667.3 **RESOLVED: that a Deputy Town Clerk Job Description was received and approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.



Discussion took place.

S.667.4 **RESOLVED: that the Mayor and Deputy Mayor write to the Acting Town Clerk regarding the Town Clerk role, for formal discussion in January 2021**

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.667.5 RESOLVED: that Ms Louise Cantrill of Skylite Associates Limited was thanked for her report on Staffing Key Recommendations for the Town Clerk and Responsible Financial Officer roles

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.
Mrs Hughes re-joined the meeting at 11.14 am.

Ms Cantrill advised members of new legal requirements regarding staff contracts and recommended review and re-issue, to ensure compliance. A review of the Staff Handbook would be required in 2021, to include new policies. New staff training requirements should also be addressed.

S.668 TO RECEIVE INFORMATION FROM CALC ON STAFF TRAINING OPPORTUNITIES, AGREE ACTION AND AUTHORISE EXPENDITURE

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The Acting Town Clerk informed members that NALC was offering low-cost online training in Quality and Diversity, Data Protection, Health and Safety and Freedom of Information and recommended that office and library staff would benefit from these courses.

Members considered the recommendation.

S.668.2 RESOLVED: that information from CALC on staff training opportunities was considered and approved for office and library staff, with an available budget of £600

Proposed by Councillor Champion
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 11.20 am.

SIGNED BY THE CHAIRMAN.....

DATE