

Agenda



The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

COMMITTEE:

To all Members of the Staffing Committee

COUNCILLORS:

**Mrs V Dalley (Chairman), D Wilkins (Vice Chairman) (ex officio),
M Champion, J P Collins, Ms Z Fox, M Pearce, M Williams**

I HEREBY SUMMON YOU TO A MEETING:

of the Staffing Committee

TO BE HELD:

Remotely via Zoom

ON:

Wednesday 3rd February 2021 at 10.30am

1. Meeting Procedures.
2. To receive apologies for non-attendance.
3. 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.
4. To approve written request(s) for dispensations.
5. Chairman's Announcements.
6. To receive and approve the minutes of the Staffing Committee meeting held on 13th January 2020, for signing by the Chairman.
7. To receive and approve the redacted minutes of the Staffing Committee meeting held on 13th January 2020, for signing by the Chairman.
8. Matters arising, where no substantive item below, for information.

9. To receive the Staffing Income and Expenditure Budget Report to the end of December 2020. (to follow), and consider potential end of year balances, and agree action.
10. To receive and note a Cornwall Pension Fund Employer Newsletter for January 2021.
11. 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.
12. To receive correspondence from a staff member, agree action and authorise associated expenditure.
13. To receive six-month reviews for staff:
 - (i) Engagement Officer; (to follow)
 - (ii) Amenities & Projects Officer; (to follow)
 - (iii) Finance & Administration Assistant; (to follow)
 - (iv) Committee Support Officer; (to follow)
 - (v) Amenities Supervisor; (to follow)
 - (vi) Amenities Technicians; (to follow)
 - (vii) Senior Library Officer;
 - (viii) Library Assistants. (to follow)

Authorise action and approve associated expenditure.

14. To receive a verbal update from the Acting Town Clerk and review staff rotas and procedures, agree action and authorise expenditure.
15. To receive confirmation of CiLCA qualification for the Acting Town Clerk, agree action and authorise expenditure.
16. To receive
 - (i) a verbal update from the Chairman of the Staffing Committee and the Chairman of the Finance & General Purposes Committee regarding the Acting Town Clerk;
 - (ii) a letter from the Acting Town Clerk;agree action and authorise expenditure.
17. To nominate a Councillor to perform a six-month review for the Acting Town Clerk with Skylite Associates Ltd.
18. To consider a date for the next Staffing Committee Meeting and agree action.

Given under my hand this:

27th day of January 2021

Samantha Hughes

Acting Town Clerk

This meeting has been **advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, and members of the public.**

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.