

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 13th January 2021 at 10.30 am.

PRESENT:

Councillor Mrs V Dalley Chairman
Councillor M Champion
Councillor J Collins
Councillor Ms Z Fox
Councillor Mrs M Williams

IN ATTENDANCE:

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

The Chairman explained the meeting procedures.

S.669 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.669.2 RESOLVED: that apologies were received from Councillors Ms Pearce and Wilkins for non-attendance at the Staffing Committee meeting held on 13th January 2021

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.670 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 items 14 and 15 and Miss Ritchie declared interest in agenda item 15 as they had a direct involvement.

S.671 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.672 CHAIRMAN'S ANNOUNCEMENTS

The Chairman proposed moving agenda item 10 into private session, for discussion after agenda item 13, owing to the confidential nature of business to be discussed.

S.672.2 RESOLVED: that agenda item 10 was moved, to be discussed after agenda item 13

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

The Chairman informed members that Councillor Wilkins was making good progress but would be unable to attend Council meetings until February.

The next meeting of the Staffing Committee would be held on Wednesday 3rd February, at 10.30am.

S.673 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 2nd DECEMBER 2020

S.673.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 2nd December 2020 were received and approved for signing

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.674 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 2nd DECEMBER 2020

S.674.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 2nd December 2020 were received and approved for signing

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.675 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW,
FOR INFORMATION ONLY**

There were no matters arising.

**S.676 TO RECEIVE THE STAFFING INCOME AND EXPENDITURE
BUDGET REPORT TO THE END OF NOVEMBER 2020**

The Acting Town Clerk informed members that the budget was underspent in some areas, and the underspends would be transferred to Earmarked Reserves. It would be reviewed at the next Staffing Committee meeting, based on recommendations from the Finance Committee.

S.676.2 RESOLVED: that the Staffing Income and Expenditure Budget Report to the end of November 2020 was received and approved

Proposed by Councillor Collins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.677 TO RECEIVE UPDATED RISK ASSESSMENTS FOR AMENITIES
OPERATIONS AND LIBRARY SERVICES UPDATED 5TH
JANUARY 2021 AND AGREE ACTION**

The Acting Town Clerk informed members that the new assessments were based on the current lockdown rules. Staff were working in groups of two where appropriate, with minimum contact and staggered break times. Office staff were working mostly from home, [REDACTED]
[REDACTED] Staff were encouraged to ensure social distancing was adhered to and masks worn when appropriate.

S.677.2 RESOLVED: that updated Risk Assessments for Amenities Operations and Library services, updated 5th January 2021, were received and approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**S.678 TO RECEIVE AND NOTE A CORNWALL PENSION FUND
EMPLOYER NEWSLETTER FOR DECEMBER 2020**

S.678.2 RESOLVED: that a Cornwall Pension Fund Employer Newsletter for October 2020 was received

Proposed by Councillor Champion
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.679 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.679.2 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 for Ms Louise Cantrill, whose input was required on HR matters

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.680 TO RECEIVE REVISED STAFF ROTAS AND WORKING ARRANGEMENTS, AGREE ACTION AND AUTHORISE EXPENDITURE

The Acting Town Clerk informed members that, because of the lockdown, it had been necessary to revise staff rotas in line with current legislation. She explained the new arrangements in place for the Amenities team, office staff and Library services.

Discussion followed regarding protection for the Library staff in their public-facing role.

S.680.2 RESOLVED: that revised staff rotas and working arrangements were received and approved and that the ongoing situation was monitored

Proposed by Councillor Champion
Seconded by Councillor Williams

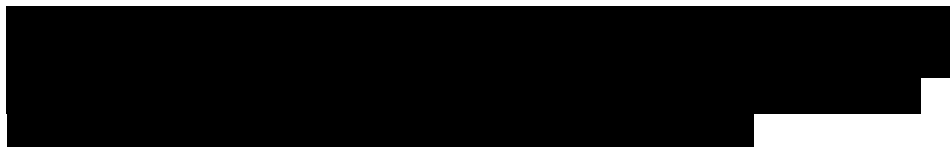
On a vote being taken the matter was approved unanimously.

The Acting Town Clerk left the meeting at 10.52 am, having declared interest in the next agenda item.

S.681 TO RECEIVE AN UPDATED JOB DESCRIPTION AND PERSON SPECIFICATION FROM SKYLITE ASSOCIATES ON THE TOWN CLERK, AGREE ANY ACTION AND AUTHORISE EXPENDITURE

Louise Cantrill, representing Skylite Associates Limited, presented, for consideration, an updated Town Clerk Job Description and Person Specification, tailored specifically to the Camborne Town Council team.

Discussion took place and Ms Cantrill answered members' questions.



S.681.2 **RESOLVED: that Councillor Williams was appointed as the Mayor's replacement and that she and the 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 Collins

On a vote being taken the matter was approved unanimously.

S.681.3 **RESOLVED: that an updated Job Description and Person Specification from Skylite Associates regarding the Town Clerk was received and recommended to Full Council for approval**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Having declared interest in the next agenda item, Miss Ritchie left the meeting at 11.06am and Ms Cantrill took the minutes.

S.682 **TO RECEIVE A VERBAL UPDATE FROM SKYLITE ASSOCIATES REGARDING ANNUAL LEAVE ENTITLEMENT AND RECEIVE AN UPDATED ANNUAL LEAVE POLICY FOR REVIEW, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Skylite Associates Limited explained the updated annual leave policy, and that this should bring consistency in wording across our HR documents. Some extra work will be needed on the Staff Handbook for part time staff in regard to pro-rata entitlement.

S.682.2 **RESOLVED: that a verbal update from Skylite Associates regarding Annual Leave Entitlement and an updated Annual Leave Policy for review, were received and that the policy was approved for adoption**

Proposed by Councillor Williams
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously

Mrs Hughes and Miss Ritchie returned to the meeting at 11.22 am.

S.683 **TO RECEIVE A DRAFT EMPLOYMENT CONTRACT FOR REVIEW, AGREE ACTION AND AUTHORISE EXPENDITURE**

Ms Cantrill informed members that Skylite Associates were reviewing this Council's employee contracts, to ensure they complied with current legislation, and presented, for consideration, a draft contract which included the new requirements. New contracts would be issued to include the changes in terms.

Members considered the draft contract.

S.683.2 **RESOLVED: that a draft employment contract for review was received and approved**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.26 am.

SIGNED BY THE CHAIRMAN.....

DATE