

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 23rd March 2021 at 10.30 am.

PRESENT:

Councillor Mrs V Dalley Chairman
Councillor D Wilkins Vice Chairman
Councillor Ms Fox
Councillor Ms M Pearce
Councillor Mrs M Williams

IN ATTENDANCE:

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

The Chairman explained the meeting procedures.

S.701 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.701.2 RESOLVED: that apologies were received from Councillors Champion and Collins for non-attendance at the Staffing Committee meeting held on 23rd March 2021

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.702 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

There were no declarations of interest.

S.703 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.704 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.705 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 3rd FEBRUARY 2021, FOR SIGNING BY THE CHAIRMAN

S.705.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 3rd February 2021 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 of those entitled to vote.

S.706 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 3rd FEBRUARY 2021

S.706.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 3rd February 2021 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 of those entitled to vote.

S.707 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.708 TO RECEIVE THE STAFFING INCOME AND EXPENDITURE BUDGET REPORT TO THE END OF FEBRUARY 2021, REVIEW END OF YEAR BALANCES AND AGREE ACTION

The Town Clerk informed members that, nearing the end of this financial year, the budget was underspent in some areas, because there had not been a full staff complement during the year.

The Town Clerk recommended that any underspends in Staff Contingency and Establishment Reviews are transferred to Staffing Earmarked Reserves, and that underspends under £1,000 are

transferred to the Passmore Edwards Building Earmarked Reserves, as recommended by the Strategic Budget Working Party.

Councillor Wilkins left the meeting at 10.39am.

S.708.2 **RESOLVED: that the Staffing Income and Expenditure Budget Report to the end of February 2021 was received and approved and that, as recommended by the Strategic Budget Working Party, all underspends in the Staff Contingency and Establishment Reviews are allocated to Staffing Earmarked Reserves and that underspends over £1,000 are allocated to the Passmore Edwards Building Earmarked Reserve**

Proposed by Councillor Williams
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.709 **TO RECEIVE INFORMATION FROM CORNWALL COUNCIL OCCUPATIONAL HEALTH DEPARTMENT REGARDING YEARLY CHECKS FOR AMENITIES AND GREEN SPACES STAFF, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk informed members that Occupational Health checks could be arranged for Amenities and Green Spaces staff, at an initial cost of £1,300, after which the checks could be put in place annually, with a budget already in place.

Councillor Wilkins returned to the meeting at 10.40am.

Members considered the information.

S.709.2 **RESOLVED: that information from Cornwall Council Occupational Health Department regarding yearly checks for Amenities and Green Spaces Staff was received and expenditure of £1,300 annually, approved**

Proposed by Councillor Williams
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.710 **TO RECEIVE AND NOTE A CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR MARCH 2021**

The Town Clerk informed members of changes in contributions funding from April 2021, year-end information and consultations, an update on the exit cap and available training courses.

S.710.2 RESOLVED: that a Cornwall Pension Fund Employer Newsletter for March 2021 was received and noted

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.711 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.711.2 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 Wilkins

On a vote being taken the matter was approved unanimously.

S.712 TO RECEIVE AN UPDATED JOB DESCRIPTION FOR A SATURDAY LIBRARY AND COUNCIL ASSISTANT APPROVED PREVIOUSLY UNDER S.529.2

i) TO RECEIVE A DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION;

ii) TO CONSIDER THE ADVERTISEMENT AND INTERVIEW ARRANGEMENTS FOR THE RECRUITMENT;

AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk reminded members that this post had been approved already but was suspended in 2020 because of lockdown. Its purpose was to provide extra support for Library staff to cover Saturday working and annual leave. The post was being brought back as temporary for now and could be made permanent eventually, with increased hours, following a general review of Library hours post lockdown.

Discussion took place and members considered all aspects of the post, including the timescale for advertising and interviews. Councillor Wilkins volunteered to be on the interview panel.

S.712.2 RESOLVED: that an updated Job Description and Person Specification for a Saturday Library and Council Assistant approved previously under S.529.2 was received

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.712.3

RESOLVED: that advertising and interview arrangements for a Saturday Library and Council Assistant were considered, and approved along with expenditure from the recruitment budget and that the interview panel would comprise the Senior Library Officer, Engagement Officer and Councillor Wilkins

Proposed by Councillor Wilkins
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.713

TO RECEIVE A REQUEST FROM A MEMBER OF STAFF FOR UNPAID LEAVE AND AGREE ACTION

The Town Clerk informed members that a member of the Library staff had requested two days unpaid leave, for family reasons. The Senior Library Officer had confirmed that the Library would not be short-staffed if this leave were granted.

S.713.2

RESOLVED: that a request from a member of staff for unpaid leave was received and that the staff member was permitted to take two days unpaid leave

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.714

TO CONSIDER TRAINING REQUESTS FROM THE LIBRARY TEAM, AGREE ACTION AND AUTHORISE EXPENDITURE

The Senior Library Officer had requested training for all the Library staff in Level 1 Makaton, which could be used at online sessions or face to face.

S.714.2

RESOLVED: that a request from the Library team for training in Level 1 Makaton was received and approved

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.715

TO RECEIVE A VERBAL REPORT FROM SKYLITE ASSOCIATES ON THE RESPONSIBLE FINANCE OFFICER VACANCY:

i) TO RECEIVE A DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION;

ii) TO CONSIDER THE ADVERTISEMENT AND INTERVIEW ARRANGEMENTS FOR RECRUITMENT;

iii) TO CONSIDER THE APPROVAL OF EXTERNAL ASSISTANCE FOR TRAINING OF THE NEW RFO;

iv) TO CONSIDER ANY OTHER ACTIONS NEEDED DUE TO THE REVISED ROLE AND IMPLICATIONS TO THE WIDER TEAM;

AGREE ACTION AND AUTHORISE EXPENDITURE

Ms Louise Cantrill, of Skylite Associates Limited, spoke on the Responsible Finance Officer post, which had been redefined not to include the role of Deputy Town Clerk, but that of Deputy Proper Officer.

Ms Cantrill presented a timescale for advertising and interviewing for the post.

Discussion took place and members considered how the Responsible Finance Officer role would fit into this Council's management structure and any training requirements for the post.

The Town Clerk and Ms Cantrill would be seeking input from the management team regarding how the role of Deputy Town Clerk should be managed and would report back to the next meeting of this Committee.

S.715.2

RESOLVED: that a verbal report from Skylite Associates on the Responsible Finance Officer vacancy and a draft Job Description and Person Specification were received and approved

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

S.715.3 **RESOLVED: that advertisement and interview arrangements for recruitment of the Responsible Finance Officer were considered and approved along with associated expenditure for the new RFO, it was considered and that this Council's External Accountant would be asked to assist with expenditure approved of £700, funding to be taken from the Staff Contingency budget**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

The Chairman took agenda items 17 and 18 together.

S.716 **TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON STAFF ROTAS, TESTING AND PROCEDURES, AGREE ACTION AND AUTHORISE EXPENDITURE**

TO RATIFY ACTION AND EXPENDITURE BY THE CHAIRMAN AND VICE-CHAIRMAN IN RESPONSE TO STAFF SHORTAGES IN THE OFFICE

The Town Clerk informed members that a gradual increase of cover in the office was planned for the coming months. Covid testing was available for staff, with the Amenities and Projects Officer and Senior Library Officer trained as testers.

Library staff doing some overtime assisting with administration in the office, to cover ongoing staff shortages.

S.716.2 **RESOLVED: that a verbal update from the Town Clerk on staff rotas, testing and procedures was received and approved**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.716.3 **RESOLVED: that action and expenditure by the Chairman and Vice-Chairman in response to staff shortages in the office was ratified**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

S.717 TO RECEIVE AND REVIEW A RISK ASSESSMENT FOR COVID-19 TESTING IN-HOUSE, AND CONSIDER FOR APPROVAL

S.717.2 RESOLVED: that a Risk Assessment for Covid-19 testing in-house was received, reviewed and approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.718 TO RECEIVE A SIX-MONTH REVIEW FOR THE TOWN CLERK, AGREE ANY APPROPRIATE ACTION AND AUTHORISE EXPENDITURE

Members congratulated the Town Clerk on achieving an excellent review during a busy and difficult time for the Town Council.

S.718.2 RESOLVED: that a six-month review for the Town Clerk was received and that the Town Clerk was congratulated on an excellent review

Proposed by Councillor Williams
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.718.3 RESOLVED: that training and associated expenditure was approved for the Town Clerk as set out in her review, comprising ILM Level 5, New Clerk Seminar, CIPFA Business Cases, South West Training Seminar and Truro College 1 day HR course.

Proposed by Councillor Williams
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.719 TO RECEIVE A RECOMMENDATION REPORT FROM SKYLITE ASSOCIATES ON ADMINISTRATIVE SUPPORT, AND A DRAFT JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT, AGREE ACTION AND AUTHORISE EXPENDITURE

Ms Cantrill presented a verbal report which highlighted the need for more administrative staff to cover staff shortages and support the management structure in place. She recommended that the Town Council employed an office Administrative Assistant for two days per week, on a permanent basis, to provide cover in general finance and administration, staff leave and sickness, and support for Library staff if required. The post should be flexible, to allow for occasional evening meetings.

The Town clerk informed members that a budget was in place.

Members considered the Job Description and advertising and interview arrangements. Councillor Wilkins volunteered to be on the interview panel.

S.719.2

RESOLVED: that a recommendation report from Skylite Associates on Administrative Support and a draft Job Description for Administrative Assistant, and the advertising and interview arrangements, were received and approved, with all associated expenditure and that the interview panel would comprise the Town Clerk, Amenities and Projects Officer and Councillor Wilkins

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

S.720

TO CONSIDER APPROVAL OF THE ENGAGEMENT OFFICER ATTENDING A VIRTUAL CONFERENCE ON HIGH STREETS, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk requested members' approval for the Engagement Officer to attend an online conference organised by British High Streets, to provide a structured support for Councils to fully re-open their towns and encourage parishioners back into the community post Covid.

Members considered the request.

S.720.2

RESOLVED: that approval and funding was granted for the Engagement Officer to attend a virtual conference on High Streets, and report back to the Council and wider staff team

Proposed by Councillor Williams
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Ms Cantrill left the meeting at 11.32am, as she had a direct involvement in the next agenda item.

S.721 TO RECEIVE QUOTATIONS FOR HR SUPPORT FOR 12 MONTHS, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk presented three quotations from companies for HR support to the Town Council 12 months.

Discussion took place and members considered the quotations, the quality of this Council's current HR provision and the ongoing requirement.

S.721.2 RESOLVED: that quotations for HR support for 12 months was received and considered and that Skylite Associates Limited was chosen to provide Camborne Town Council's HR support for a period of 12 months with expenditure approved from the HR support budget

Proposed by Councillor Williams
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 11.36 am.

SIGNED BY THE CHAIRMAN.....

DATE