

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 6th April 2021 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, Town Clerk; Janet Ritchie, Committee Support Officer; Louise Cantrill, Skylite Associates Limited (to point mentioned).

The Chairman explained the meeting procedures.

S.722 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

All members were present.

S.723 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.724 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

S.725 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.726 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 23rd MARCH 2021, FOR SIGNING BY THE CHAIRMAN

S.726.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 23rd March 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.727 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 23rd MARCH 2021

The minutes of the meeting of the Staffing Committee held on 23rd March were not redacted.

S.728 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.729 TO RECEIVE AN UPDATED RISK ASSESSMENT FOR AMENITIES OPERATIONS AND AGREE ACTION

The Town Clerk informed members that the Risk Assessment had been updated in line with the easing of lockdown, also considering that in the oncoming summer months the Amenities Team would be spending more time working outdoors. The Amenities team was satisfied with the updated Risk Assessment.

S.729.2 RESOLVED: that an updated Risk Assessment for Amenities Operations was received and approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.730 **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.730.2 **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.731 **TO RECEIVE A VERBAL REPORT FROM SKYLITE ASSOCIATES REGARDING THE STAFF STRUCTURE & DEPUTY COVER**

i) TO RECEIVE WRITTEN RECOMMENDATIONS REGARDING THE CURRENT AND FUTURE STAFF COVER;

ii) TO RECEIVE A VERBAL AND WRITTEN UPDATE FROM THE TOWN CLERK FOLLOWING MEETINGS WITH THE MANAGEMENT TEAM

AGREE ACTION AND AUTHORISE EXPENDITURE

Ms Louise Cantrill, of Skylite Associates Limited, updated members regarding a proposed new staffing structure, drawn up in consultation with the Town Clerk and Management Team, which would address areas where urgent staff support was needed, particularly regarding Health and Safety and cover for staff holidays and sickness. Team strength was essential as there would be new goals and projects to work on in the post lockdown phase, and this Council needed to ensure it continued to meet its legal obligations.

The growth and success of the Town Council required an expansion of staff and the future staffing structure recommended an upgraded Administrative Support Officer, and new posts of a Health & Safety and Projects Officer and an Engagement Assistant, which would provide some deputization. These proposals had been benchmarked against other Councils with similar circumstances.

Discussion took place and members considered the proposals and the form the new roles would take. Concern was expressed at the expenditure required to create new tiers of management, instead of having one Deputy Town Clerk post, and whether temporary appointments should be considered in the first instance.

The Town Clerk advised members that surplus funds were already available in the Revenue Budget because of staff changes and shortages during the year. She explained the purpose of the new proposed roles and recommended that they are put in place quickly, to allow the efficient running of the Council to continue.

Members considered the recommendations.

S.731.2

RESOLVED: that a verbal report from Skylite Associates regarding the Staff Structure and Deputy cover, written recommendations regarding the current and future staff structure and a verbal and written update from the Town Clerk following meetings with the management team were received and approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.731.3

RESOLVED: to recommend to Full Council that the role of Administrative Support Officer is agreed and approved, with expenditure agreed from available staffing budgets, and that this is implemented by the Town Clerk and Staffing Committee

Proposed by Councillor Champion
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

S.731.4

RESOLVED: to recommend to Full Council that a role of Engagement Assistant is agreed as an interim one-year position, and approved with expenditure agreed from available staffing budgets, and that this is implemented by the Town Clerk and Staffing Committee

Proposed by Councillor Wilkins
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

S.731.5

RESOLVED: to recommend to Full Council that a role of Projects and Health & Safety Officer is agreed as an interim one-year position, and approved with expenditure agreed from available staffing budgets, and that this is implemented by the Town Clerk and Staffing Committee

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.731.6

RESOLVED: that the purchase of additional ICT equipment and software is approved, with expenditure approved from the ICT replacement budget code

Proposed by Councillor Champion
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

S.731.7

RESOLVED: that virement of £14,000 from the Staff Contingency budget to the Salaries budget codes as needed, was approved

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.731.8

RESOLVED: that the Staffing Committee notes the future staffing needs of the Council and that this is brought back to a meeting of the Staffing Committee for consideration in September 2021

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.732

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

The Town Clerk informed members that staff were now spending more time in the office, as lockdown easing continued. Twice-weekly staff Covid testing was available and more staff members were being vaccinated as the rollout continued.

[REDACTED]

S.732.2

RESOLVED: that a verbal update from the Town Clerk on staff rotas, testing and procedures was received and that an additional two days' leave were agreed to be carried over from 2020/21 due to the extenuating circumstances and a phased return to work was approved

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

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There being no further business the Chairman closed the meeting at 11.14 am.

SIGNED BY THE CHAIRMAN.....

DATE