

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, M Champion, C Godolphin, Ms Z Fox (ex-officio), C Lawrence,
D Wilkins, M Williams**

I HEREBY SUMMON YOU TO A MEETING:

of the Staffing Committee

TO BE HELD:

**in the Council Chamber, Passmore Edwards Building, The Cross, Cross Street,
Camborne, TR14 8HA**

ON:

Monday 7th June 2021 at 10.30am

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1. Safety Procedures.
 2. To receive nominations and elect a Chairman of the Staffing Committee for the municipal year 2021/2022.
 3. To receive apologies for non-attendance.
 4. 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.
 5. To approve written request(s) for dispensations.
 6. Chairman's Announcements.
 7. To receive nominations and elect a Vice-Chairman of the Staffing Committee for the municipal year 2021/2022.
 8. To receive and approve the minutes of the Staffing Committee meeting held on 4th May 2021, for signing by the Chairman.
 9. To receive and approve the redacted minutes of the Staffing Committee meeting held on 4th May 2021, for signing by the Chairman.

10. Matters arising, where no substantive item below, for information.
 11. To receive an Income and Expenditure Report to 30th April 2021 and agree action.
 12. To receive an Employer Newsletter for May 2021, agree action and authorise expenditure.
 13. To receive a verbal update from the Town Clerk on NJC pay for 2021/2022 and agree action.
 14. To receive an updated Staff Handbook for 2021/2022 and agree action.
 15. 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.
 16. To receive an updated Amenities and Projects Officer Job Description and agree action.
 17. To receive an updated Engagement Officer Job Description and agree action.
 18. To consider training for the Responsible Finance Officer (RFO) and authorise expenditure.
 19. To receive a resignation letter from a member of staff.
 20. To receive a verbal report from Skylite Associates;
 - i) Receive an updated Committee Support Officer Job Description
 - ii) consider recruitment and interview arrangementsagree action and authorise expenditure.
 21. To receive a verbal report from Skylite Associates regarding workloads and appoint a member of the Staffing Committee to carry out Town Clerk's annual appraisal with Ms Louise Cantrill of Skylite Associates Limited. Agree action and authorise expenditure.
 22. To receive a verbal update on recent vacancies, agree action and authorise expenditure.
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Given under my hand this:

1st June 2021

Samantha Hughes
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.