

# Meeting Minutes

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

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## MINUTES:

**of the meeting of the Staffing Committee held remotely via Zoom on Tuesday 4<sup>th</sup> May 2021 at 10.30 am.**

## PRESENT:

**Councillor Mrs V Dalley                      Chairman**  
**Councillor D Wilkins                      Vice Chairman**  
**Councillor J Collins**  
**Councillor Mrs M Williams**

## IN ATTENDANCE:

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

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The Chairman explained the meeting procedures.

### **S.733                      TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**S.733.2                      RESOLVED: that apologies were received from Councillors Champion, Ms Fox and Ms Pearce for non-attendance at the meeting of the Finance & General Purposes Committee on 4<sup>th</sup> May 2021**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

### **S.734                      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.735 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**S.736 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.737 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 6<sup>th</sup> APRIL 2021, FOR SIGNING BY THE CHAIRMAN**

**S.737.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 6<sup>th</sup> April 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.

**S.738 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 6<sup>th</sup> APRIL 2021**

**S.738.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 6<sup>th</sup> April 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.

**S.739 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.740 TO RECEIVE AN EMPLOYER NEWSLETTER FOR APRIL 2021, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk informed members of year end updates and changes to staff contribution bandings and allowances; action had been taken where appropriate.

**S.740.2 RESOLVED: that an Employer Newsletter for April 2021 was received and approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.741 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.741.2 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 Williams

On a vote being taken the matter was approved unanimously.

**S.742 TO RECEIVE A VERBAL REPORT FROM SKYLITE ASSOCIATES REGARDING THE ADMINISTRATIVE SUPPORT OFFICER ROLE, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

[REDACTED] Ms  
Cantrill confirmed adherence to HR procedures during the process.

**S.742.2 RESOLVED: that a verbal report from Skylite Associates regarding the Administrative Support Officer role was received and that the Finance & Administration Assistant would match and slot into the Administrative Support Officer role, starting on 5<sup>th</sup> May 2021 [REDACTED]**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.743

**TO RECEIVE A VERBAL REPORT FROM SKYLITE ASSOCIATES REGARDING AN INTERIM AMENITIES AND HEALTH & SAFETY MANAGER;**

**(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**

Ms Cantrill informed members that the Amenities and Projects Officer had approved the Job Description and Person Specification, based on the needs of the team.

Ms Cantrill recommended that the post is advertised through Total Jobs, Indeed, Cornwall Council, NALC and social media and that interviews take place week commencing 24<sup>th</sup> May 2021.

Members considered the information.

S.743.2

**RESOLVED: that a verbal report from Skylite Associates regarding an Interim Amenities and Health & Safety Manager was received and a draft Job Description and Person Specification was received and approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.743.3

**RESOLVED: that Skylite Associates was authorised to make advertisement and interview arrangements for the post of Interim Amenities and Health & Safety Manager and that the interview panel would comprise the Amenities & Projects Officer, Town Clerk and either Councillor Wilkins or Councillor Williams and that recruitment and support is funded from the Staffing Earmarked Reserves**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.744**

**TO RECEIVE A VERBAL REPORT FROM SKYLITE ASSOCIATES REGARDING AN INTERIM ENGAGEMENT ASSISTANT;**

- (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**

Ms Cantrill informed members that the Engagement Officer had approved the Job Description and Person Specification.

Ms Cantrill recommended that the post is advertised through Indeed, Reed, Cornwall Council, NALC and social media and that interviews take place week commencing 24<sup>th</sup> May 2021.

Members considered the information.

**S.744.2**

**RESOLVED: that a verbal report from Skylite Associates regarding an Interim Engagement Assistant was received and a draft Job Description and Person Specification was received and approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.744.3**

**RESOLVED: that Skylite Associates was authorised to make advertisement and interview arrangements for the post of Interim Engagement Assistant and that the interview panel would comprise the Engagement Officer, Town Clerk and either Councillor Wilkins or Councillor Williams and that recruitment and support is funded from the Staffing Earmarked Reserves**

Proposed by Councillor Wilkins  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 10.48 am.

SIGNED BY THE CHAIRMAN.....

DATE .....