

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:

Tuesday 27th July 2021 at 10.30am

-
1. Safety Procedures.
 2. To receive apologies for non-attendance.
 3. 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.
 4. To approve written request(s) for dispensations.
 5. Chairman's Announcements.
 6. To receive and approve the minutes of the Staffing Committee meeting held on 7th June 2021, for signing by the Chairman.
 7. Matters arising, where no substantive item below, for information.
 8. To receive an Income and Expenditure Report to 30th June 2021 and agree action.
 9. To receive an Employer Newsletter for June 2021, agree action and authorise expenditure.
 10. To receive an Employer Newsletter for July 2021, agree action and authorise expenditure.

11. 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.

 12. To receive the annual performance appraisals for the
 - a) Amenities Technicians; (to follow)
 - b) Administrative Support Officer;
 - c) Senior Library Officer;
 - d) Library Assistants (to follow);
 - e) Amenities & Projects Officer;(to follow)
 - f) Engagement Officer;
 - g) Town Clerk;

agree action and authorise expenditure accordingly.

 13. To consider the training and development needs of the
 - a) Amenities Technicians; (to follow)
 - b) Administrative Support Officer;
 - c) Senior Library Officer;
 - d) Library Assistants (to follow);
 - e) Amenities & Projects Officer; (to follow)
 - f) Engagement Officer;
 - g) Town Clerk;

agree action and authorise expenditure accordingly.

 14. To consider the terms and conditions of employment of the
 - a) Amenities Technicians; (to follow)
 - b) Administrative Support Officer;
 - c) Senior Library Officer;
 - d) Library Assistants (to follow);
 - e) Amenities & Projects Officer;(to follow)
 - f) Engagement Officer;
 - g) Town Clerk;

agree action and authorise expenditure accordingly.

 15. To receive verbal and written reports from Town Clerk, and a verbal report from Skylite Associates regarding Library Staffing;
 - i) consider recruitment and interview arrangements
 - ii) consider any other updates needed to terms and conditions

agree action and authorise expenditure.

 16. To receive a written report from the Amenities and Projects Officer regarding workloads and consider appointment of casual staff.
 - i) Draft job description for Casual Amenities Technician

Agree action and authorise expenditure.

 17. To receive a verbal update on recent vacancies and any other relevant staffing updates from the Town Clerk agree action and authorise expenditure.

 18. To consider the approval of Christmas opening/closing, and staff leave, agree action, and authorise expenditure.
-

Given under my hand this:

21st July 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.