

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 in the Council Chamber, Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Monday 7th June 2021 at 10.30 am.

PRESENT:

Councillor Mrs V Dalley
Councillor M Champion
Councillor Ms Z Fox
Councillor C Godolphin
Councillor C Lawrence
Councillor Mrs M Williams

Chairman
Vice Chairman

IN ATTENDANCE:

Samantha Hughes, Town Clerk; Melanie Negus, Administrative Support Officer; Louise Cantrill, Skylite Associates Limited.

S.745 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.746 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE STAFFNG COMMITTEE FOR THE MNICIPAL YEAR 2021/2022

S.746.2 RESOLVED: that Councillor V Dalley was appointed Chairman of the Staffing Committee for the 2021/2022 municipal year

Proposed by Councillor M Champion
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.747 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

There were no apologies received from Councillor D Wilkins.

S.748 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

The Town Clerk informed members that she and the Administrative Support Officer would leave the room for agenda item 21, to allow Councillors to talk freely regarding staff workloads.

S.749 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.750 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed new Councillors to the Staffing Committee.

S.751 TO RECEIVE NOMINATIONS AND ELECT A VICE-CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2021/2022

S.751.2 RESOLVED: that Councillor M Champion was appointed as Vice Chairman of the Staffing Committee for the 2021/2022 municipal year

Proposed by Councillor M Williams
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.752 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 4TH MAY 2021, FOR SIGNING BY THE CHAIRMAN

S.752.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 4TH May 2021 were received, approved, and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously by those entitled to vote.

S.753 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 4th MAY 2021

S.753.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 4th May 2021 were received, approved and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously by those entitled to vote.

S.754 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.755 TO RECEIVE AN INCOME AND EXPENDITURE REPORT TO 30TH APRIL 2021 AND AGREE ACTION

The Town clerk informed members that there had been some reallocation of funds in the staffing structure, that had been approved at previous meetings: budget 4160 cost code 200 Staff Handbook, and budget 4120 cost code 260 Staff Safety Checks.

S.755.2 RESOLVED: that an Income and Expenditure Report to the 30th April 2021 was received

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.756 TO RECEIVE AN EMPLOYER NEWSLETTER FOR MAY 2021, AGREE ACTION AND AUTHORISE EXPENDITURE

Councillor Williams expressed an interest in applying for the vacant position on the Pension Board.

S.756.2 RESOLVED: that an Employer Newsletter for May 2021 was received

Proposed by Councillor C Godolphin
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

S.756.3 **RESOLVED: that members approved Councillor Williams applying for the position on the Pension Board, and any associated expenditure was authorised**

Proposed by Councillor M Champion
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.757 **TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON NJC PAY FOR 2021/2022 AND AGREE ACTION**

The Town Clerk informed members that an offer of a 1.5% pay rise by Cornwall Council was in the negotiation stage with the Trade Unions, which if agreed would be implemented from the 1st April 2021.

S.757.2 **RESOLVED: that a verbal update from the Town Clerk on NJC pay for the 2021/2022 was received**

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.758 **TO RECEIVE AND APPROVE THE UPDATED STAFF HANDBOOK FOR 2021/2022 AND AGREE ACTION**

Lousie Cantrell informed members that the Staff Handbook was reviewed yearly in line with the Green Book. There had been a few minor adjustments to, the Equal Opportunity Policy, the Flexible Working Policy, and the Compassionate Leave Policy. The new policies were: Menopause Policy, Environment Policy, and Emergency Leave for Care of a Dependant Policy.

S.758.2 **RESOLVED: that an updated staff handbook for 2021/2022 was received and approved**

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.759 **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.759.2 **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, with the exception of Louise Cantrill, whose input was required on HR matters**

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.760 TO RECEIVE AND APPROVE AN UPDATED AMENITIES AND PROJECTS OFFICER JOB DESCRIPTION AND AGREE ACTION.

S.760.2 RESOLVED: that an updated Amenities and Projects Officer job description was received and approved

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.761 TO RECEIVE AND APPROVE AN UPDATED ENGAGEMENT OFFICER JOB DESCRIPTION AND AGREE ACTION.

S.761.2 RESOLVED: that an updated Engagement Officer Job description was received and approved

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.762 TO CONSIDER TRAINING FOR THE RESPONSIBLE FINANCE OFFICER (RFO) AND AUTHORISE EXPENDITURE

S.762.2 RESOLVED: that FILCA training for the Responsible Finance Officer was approved and the associated expenditure was authorised

Proposed by Councillor M Williams
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.763 TO RECEIVE A RESIGNATION LETTER FROM A MEMBER OF STAFF

S.763.2 RESOLVED: that a retirement resignation letter from the Committee Support Officer was received; and that the Town Council present her with a card and flowers on leaving

Proposed by Councillor M Champion
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.764 TO RECEIVE A VERBAL REPORT FROM SKYLITE ASSOCIATES;

(i) RECEIVE AND APPROVE AN UPDATED COMMITTEE SUPPORT OFFICER JOB DESCRIPTION

(ii) CONSIDER RECRUITMENT AND INTERVIEW ARRANGEMENTS

AGREE ACTION AND AUTHORISE EXPENDITURE

S.764.2 RESOLVED: that an updated Committee Support Officer job description, was received and approved

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.764.3 RESOLVED: that the recruitment for the role of Committee Support Officer, using Skylite to assist and advertise, using CALC, Indeed, Cornwall Council, and any other providers, deemed appropriate; was approved. The expenditure was authorised; to be taken from the Staffing Earmarked Reserves

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.764.4 RESOLVED: that an interview panel for the position of Committee Support Officer, comprising of the Town Clerk, the Chairman of the Staffing committee, and the Administrative Support Officer; was approved

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

Councillor M Champion asked to be recorded as voting against the motion.

S.765 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.

S.765.2 **RESOLVED: that the staff can continue to claim overtime in place of TOIL during the time of staff shortages, was approved**

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.765.3 **RESOLVED: to recommend to Full Council that the meetings of the Neighbourhood Plan Working Party to recommence in September 2021**

Proposed by Councillor C Godolphin
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.766 **TO RECEIVE A VERBAL UPDATE ON RECENT VACANCIES, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk informed members that the recruitment of Amenities and Health & Safety Manager had been successful, but not so for the Engagement Assistant. She suggested that the recruitment of Engagement assistant and Committee Support Officer be advertised together.

S.766.2 **RESOLVED: that a verbal update on recent vacancies was received. That the vacancies of Engagement Assistant, and Committee Support Officer be advertised together. The expenditure was authorised, to be taken from Staffing Earmarked Reserves**

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.766.3 **RESOLVED: that the Chairman of the Staffing Committee and Skylite Associates conduct the Town Clerk's Appraisal**

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.25am.

SIGNED BY THE CHAIRMAN.....

DATE