

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 Wednesday 10th November 2021 at 10.30 am.

PRESENT:

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

**Chairman
Vice Chairman
(ex officio)**

IN ATTENDANCE:

Samantha Hughes, Town Clerk; Melanie Negus, Administrative Support Officer; Alec Webb, Responsible Finance Officer; Dave Garwood, Amenities & Projects Officer; Rose Hitchens-Todd; and Louise Cantrell (Skylite Associates).

S.811 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.812 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

All present.

S.813 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 interests.

S.814 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.815 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.816 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 20th OCTOBER 2021, FOR SIGNING BY THE CHAIRMAN

S.816.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 20th October 2021 were received, approved, and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.817 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.818 TO RECEIVE A VERBAL REPORT FROM SKYLITE ASSOCIATES ON THE AMENITIES OPERATIVE ROLE, DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION. AGREE ACTION AND AUTHORISE EXPENDITURE

The Amenities & Projects Officer reminded members that this role had already been approved and asked that members consider the job description and person specification. This role was to cover all aspects of the Amenities Team's work.

S.818.2 RESOLVED: that a verbal report on the Amenities Operative role, draft job description and person specification was received and approved. The associated expenditure from Cost Code 4100 Recruitment budget, was authorised

Proposed by Councillor C Lawrence
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.819 TO CONSIDER ADVERTISEMENT ARRANGEMENTS FOR RECRUITMENT AND INTERVIEWS FOR THE AMENITIES OPERATIVE ROLE, AGREE ACTION AND AUTHORISE EXPENDITURE

S.819.2 RESOLVED: that advertisement arrangements for recruitment for the Amenities Operative role were considered and approved, the associated expenditure from Cost Code 4100 Recruitment budget, was authorised. The interview panel to consist of the Amenities & Projects Officer, the Chairman, and Vice Chairman of the Amenities Committee

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.820 **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.820.2 **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**

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.821 **TO RECEIVE A VERBAL AND WRITTEN REPORT FROM THE ENGAGEMENT OFFICER ON THE ENGAGEMENT ASSISTANT ROLE AND TERMS AND CONDITIONS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Engagement Officer informed members that since the Engagement assistant had started it had become very evident, the need for her role. The work that had been achieved in that time certainly justified the position. For the stability of the Town Council's position regarding public engagement, making the Engagement Assistant role permanent would be of great benefit to the Town Council.

S.821.2 **RESOLVED: that verbal and written reports from the Engagement Officer regarding the Engagement Assistant Role and Terms and Conditions, were received**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved by a Majority.

S.821.3 **RESOLVED: that the change from a fixed term to permanent for the Engagement Assistant role; with the updating of the job description and contract of employment; was approved**

Proposed by Councillor D Wilkins
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved by a Majority

S.821.4 **RESOLVED: that the expenditure of changing the Engagement Assistant role from fixed term to permanent, was approved; to be taken from Cost Code 4110 Staff Salaries and oncosts budget codes**

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved by a Majority.

S.822 **TO RE ADMIT THE PRESS AND PUBLIC**

S.822.2 **RESOLVED: that the Press and Public be readmitted to the meeting**

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.823 **TO RECEIVE A VERBAL AND WRITTEN REPORT FROM THE AMENITIES & PROJECTS OFFICER ON THE MANAGEMENT STRUCTURE FOR THE AMENITIES & GREEN SPACES TEAM;**

i) AMENITIES MANAGER JOB DESCRIPTION

AGREE ACTION AND AUTHORISE EXPENDITURE

The Amenities & Projects Officer reported that changing of the Job title from Health & Safety Officer to Amenities Manager gave more flexibility within the role. The Health & Safety Officer had left due to being offered a permanent position elsewhere. The making of the Amenities Manager into a permanent role would encourage high quality of applicants that would be more likely to remain with the Town Council.

S.823.2 **RESOLVED: that verbal and written reports from the Amenities & Projects Officer on the Management Structure for the Amenities & Green Spaces Team, including the Amenities Manager Job description were received**

Proposed by Councillor C Lawrence
Seconded by Councillor Z Fox

On a vote being taken the matter was approved majority.

A Proposal from Councillor M Champion 'that the recruitment of a full time Amenities Manager be put to Full Council', Seconded by Councillor C Godolphin, fell on the vote.

S.823.3 **RESOLVED: that the recruitment of a full time Amenities Manager, with the expenditure from the Human Resources Earmarked Reserves for 2021-2022, and Amenities**

Salaries for 2022-2023 was approved and the expenditure authorised

Proposed by Councillor M Williams
Seconded by Councillor d Wilkins

On a vote being taken the matter was approved majority.

S.824 TO CONSIDER ADVERTISEMENT ARRANGEMENTS FOR RECRUITMENT AND INTERVIEWS FOR THE AMENITIES MANAGER ROLE, AGREE ACTION AND AUTHORISE EXPENDITURE

S.824.2 RESOLVED: that advertisement arrangements for recruitment of an Amenities Manager, and an interview panel of, the Amenities and Projects Officer, Town Clerk, Councillors M Champion, and V Dalley were approved

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.825 TO RECEIVE A WRITTEN REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING THE STAFFING COMMITTEE DRAFT REVENUE BUDGET 2022/2023 AND THREE-YEAR FINANCIAL PLAN AND DRAFT BUDGET, AGREE ACTION AND AUTHORISE EXPENDITURE

The Responsible Finance Officer reported that the contents of his report was compiled using the results of the Strategic Budget Working Party, and that the amended version handed out at the meeting worked out to be a lesser amount than the original.

S.825.2 RESOLVED: that a written report from the Responsible Finance Officer regarding the Staffing Committee Draft Revenue Budget 2022/2023, three-year Financial Plan, and Draft Staffing Revenue Budget tabled at the meeting, with an adjustment increase to £4,000 for recruitment, and to £3,000 for Green Space Staff training 2022-2023; with a 5% increase for the following financial years, was received, and approved

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.826 TO RECEIVE A TIMETABLE FOR SETTING THE 2022/2023 BUDGET AND AGREE ACTION

S.826.2 RESOLVED: that a timetable for setting the 2022/2023 Staffing budget was received and approved

Proposed by Councillor D Wilkins
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.827 TO CONSIDER A REVISED PAYROLL PAYMENT DATE FOR DECEMBER 2021, AGREE ACTION AND AUTHORISE EXPENDITURE

S.827.2 RESOLVED: that a revised payroll payment date for 17th December 2021 was considered, and approved

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.828 TO CONSIDER FINANCE YEAR END SUPPORT FOR 2021/22, AGREE ACTION AND AUTHORISE EXPENDITURE

S.828.2 RESOLVED: that Finance year end support for 2021/22 at a cost of £1,000 was approved to be taken from Cost Code 4140 Staff Contingency budget

Proposed by Councillor D Wilkins
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 11:06 am.

SIGNED BY THE CHAIRMAN.....

DATE