

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 Tuesday 27th July 2021 at 10.30 am.

PRESENT:

Councillor Mrs V Dalley	Chairman
Councillor Ms Z Fox	(ex officio)
Councillor C Godolphin	
Councillor Mrs M Williams	from point mentioned
Councillor D Wilkins	

IN ATTENDANCE:

Samantha Hughes, Town Clerk; Melanie Negus, Administrative Support Officer; Dave Garwood, Amenities & Projects Officer; Louise Cantrill, Skylite Associates Limited.

S.767 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.768 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.768.2 RESOLVED: that the apologies from Councillors M Champion and C Lawrence for non-attendance of the meeting of the Staffing Committee on the 27th July 2021 were received

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.769 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 would leave the room for agenda items 12h, 13h 14h, and 18; the Administrative Support Officer would leave the room for agenda items 12c, 13c, 14c, and 18, to allow Councillors to talk freely.

S.770 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.771 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.772 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 7th June 2021, FOR SIGNING BY THE CHAIRMAN

Councillor M Williams entered the meeting at 10.30 am.

S.772.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 7th June 2021 were received, approved, and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

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

S.773 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.774 TO RECEIVE AN INCOME AND EXPENDITURE REPORT TO JUNE 2021 AND AGREE ACTION

The Town Clerk informed members that the Finance Officer will going forward provide a supporting report for this agenda item. The changes proposed in the Library report had been budgeted for.

S.774.2 RESOLVED: that an Income and Expenditure Report to the 30th June 2021 was received

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.775 TO RECEIVE AN EMPLOYER NEWSLETTER FOR JUNE 2021, AGREE ACTION AND AUTHORISE EXPENDITURE

Councillor M Williams informed members that she had yet to hear if her application to join the Pensions Board had been successful.

S.775.2 RESOLVED: that an Employer Newsletter for June 2021 was received

Proposed by Councillor D Wilkins
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.776 TO RECEIVE AN EMPLOYER NEWSLETTER FOR JULY 2021, AGREE ACTION AND AUTHORISE EXPENDITURE

S.776.2 RESOLVED: that an Employer Newsletter for July 2021 was received

Proposed by Councillor D Wilkins
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.777 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.777.2 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 D Wilkins

On a vote being taken the matter was approved unanimously.

The Chairman brought forward items 12c), 13c) and 14c), to allow the smooth running of the meeting, as these items related to the minute taker.

Having declared an interest in agenda items 12c), 13c) and 14c), Melanie Negus left the room and re-entered when discussions on her Annual Appraisal, training and Development needs, and Terms and Conditions of her employment concluded.

S.778 TO RECEIVE THE ANNUAL PERFORMANCE APPRAISALS FOR THE:

- a) Amenities Supervisor**
- b) Amenities Technicians;**
- c) Administrative Support Officer;**

- d) Senior Library Officer;
- e) Library Assistants
- f) Amenities & Projects Officer;
- g) Engagement Officer;
- h) Town Clerk;

agree action and authorise expenditure accordingly.

The Town Clerk informed members that the Amenities & Projects Officer was working on plans to aid the smooth running of the amenities team.

S.778.2 RESOLVED: that the Annual Performance Appraisals for Amenities Supervisor, Amenities Technicians, Administrative Support Officer, Senior Library Officer, Library Assistants, Amenities & Projects Officer, Engagement Officer, and the Town Clerk; were received en-bloc

Proposed by Councillor C Godolphin
 Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.779 TO CONSIDER THE TRAINING AND DEVELOPMENT NEEDS OF THE:

- a) Amenities Supervisor
- b) Amenities Technicians;
- c) Administrative Support Officer;
- d) Senior Library Officer;
- e) Library Assistants
- f) Amenities & Projects Officer;
- g) Engagement Officer;
- h) Town Clerk;

agree action and authorise expenditure accordingly.

S.779.2 RESOLVED: that training courses for the Administrative Support Officer; ILM Level 2 in Leadership and Team Skills, and Government Reforms to the Planning System Webinar, were approved, and the associated expenditure was authorised from the Staff Training budget

Proposed by Councillor Z Fox
 Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.779.3 RESOLVED: that training courses for the Amenities Supervisor; First Aid Refresher, Fire Extinguisher, and Marshal Refresher; were approved, and the associated expenditure was authorised from the Staff Training budget

Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.779.4 **RESOLVED: that training courses for the R Piper; First Aid at Work refresher, and Brushcutter Competency Ticket, were approved, and the associated expenditure was authorised from the Staff Training budget**

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.779.5 **RESOLVED: that training course for L Stapleton; ECDL (Microsoft Office), was approved, and the associated expenditure was authorised from the Staff Training budget**

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.779.6 **RESOLVED: that training courses for S Williams; ILCA (introduction to Local Council Administration), ECDL (European Computer Driving Licence), were approved, and the associated expenditure was authorised from the staff training budget**

Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.779.7 **RESOLVED: that the provision of Microsoft Projects Software (for twelve months), to aid the Amenities & Projects Officer with upcoming projects was approved; to be reviewed before the end of the twelve month period; and the associated expenditure was authorised from the staff training budget**

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.779.8 **RESOLVED: that training courses for R Hitchens-Todd; ILM Level 2 Leadership and Management, CIM module, were approved, and the associated expenditure was authorised from the staff training budget**

Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

Having declared an interest in agenda item 13h) the Town Clerk left the room.

Members commended the Town Clerk on her exceptional work and leadership skills in stepping up to take the reigns of the Town Council at a very difficult time.

Louise Cantrill informed members that the high staff morale was very noticeable and encouraging.

S.779.9 RESOLVED: that training courses for the Town Clerk; Success-HR & Management Course, Risk Management, Planning Webinar, and the SLCC Annual Conference, were approved, and the associated expenditure was authorised from the staff training budget

Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.779.10 RESOLVED: to recommend to the Finance & General Purpose Committee that a budget of £2,000 be allocated for staff and Councillors sessions on the Town Council's Corporate Plan

Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

The Town Clerk re-entered the meeting.

S.780 TO CONSIDER THE TERMS AND CONDITIONS OF EMPLOYMENT OF THE:

- a) Amenities Supervisor**
- b) Amenities Technicians; (to follow)**
- c) Administrative Support Officer;**
- d) Senior Library Officer;**
- e) Library Assistants (to follow);**
- f) Amenities & Projects Officer;(to follow)**
- g) Engagement Officer;**
- h) Town Clerk;**

agree action and authorise expenditure accordingly.

S.780.2 RESOLVED: that that the terms and conditions for the Amenities Supervisor were considered and that they receive a SCP 1-point salary increase, [REDACTED]

████████████████████, was approved, and the associated expenditure was authorised

Proposed by Councillor D Wilkins
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.780.3

RESOLVED: that that the terms and conditions for the Amenities Technician were considered and that they received an SCP 1-point salary increase, with ██████████ ██████████, was approved, and the associated expenditure was authorised

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.780.4

RESOLVED: that that the terms and conditions for the Amenities Technician were considered and that they received an SCP 1-point salary increase, with ██████████ ██████████, was approved, and the associated expenditure was authorised

Proposed by Councillor D Wilkins
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.780.5

RESOLVED: that that the terms and conditions for the Amenities Technician were considered and that they received an SCP 1-point salary increase, with ██████████ ██████████ was approved, and the associated expenditure was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.780.6

RESOLVED: that that the terms and conditions for the Amenities Technician were considered and that they received an SCP 1-point salary increase, with ██████████ ██████████ ██████████ was approved, and the associated expenditure was authorised

Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.780.7 **RESOLVED: that that the terms and conditions for the Administrative Support Officer were considered and that they received an SCP 1-point salary increase, [REDACTED] [REDACTED] was approved, and the associated expenditure was authorised**

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.780.8 **RESOLVED: that that the terms and conditions for the Senior Library Officer were considered and that they received an SCP 1-point salary increase, with [REDACTED] [REDACTED] was approved, and the associated expenditure was authorised**

Proposed by Councillor D Wilkins
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.780.9 **RESOLVED: that that the terms and conditions for the Library Assistant were considered and that they received an SCP 1-point salary increase, [REDACTED] [REDACTED] was approved, and the associated expenditure was authorised**

Proposed by Councillor D Wilkins
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.780.10 **RESOLVED: that that the terms and conditions for the Library Assistant were considered and that they received an SCP 1-point salary increase, with [REDACTED] [REDACTED] was approved, and the associated expenditure was authorised**

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.780.11 **RESOLVED: that that the terms and conditions for the Library Assistant were considered and that they received an SCP 1-point salary increase, [REDACTED]**

██████████, was approved, and the associated expenditure was authorised

Proposed by Councillor V Dalley
Seconded by D Wilkins

On a vote being taken the matter was approved unanimously.

S.780.12

RESOLVED: that that the terms and conditions for the Amenities & Projects Officer were considered and that they received an SCP 2-point salary increase, ██████████ ██████████ was approved, and the associated expenditure was authorised

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.780.13

RESOLVED: that that the terms and conditions for the Engagement Officer were considered and that they received an SCP 1-point salary increase, ██████████ ██████████ was approved, and the associated expenditure was authorised

Proposed by Councillor D Wilkins
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

S.781

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.

S.781.2

RESOLVED: that verbal and written reports from Town Clerk, and a verbal report from Skylite Associates regarding Library Staffing were received

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.781.3

RESOLVED: that the updating the terms and conditions of employment for ██████████ – to 30 hours per week from 1st September 2021, ██████████ – to 34 hours a week from

1st September 2021, and [REDACTED] to 8 hours a week as a Library & Council Assistant, was approved, and the associated expenditure from Staff Salaries-Library was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.781.4

RESOLVED: that the advertising and recruitment of 2 Library & Council Support Assistants, one for 18 hours, and one for 34 hours; using: Indeed, Cornwall Council, facebook, Linked In, and the Town Council website, was approved, and the associated expenditure from the Human Resources EMR budget, was authorised

Proposed by Councillor D Wilkins
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.781.5

RESOLVED: that an interview panel comprising of the Town Clerk, the Senior Library Officer, and the Chairman of the Staffing committee, for the two Library job vacancies; was approved

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

The Amenities & Projects Officer entered the meeting.

S.782

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.**

S.782.2

RESOLVED: that a written report from the Amenities and Projects Officer regarding workloads of casual staff, and a draft job description for Casual Amenities Technician, were received. The employment of a Casual Amenities Technician was approved. The expenditure from the Green Spaces Staff Salaries budget, was authorised

Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

The Amenities & Projects Officer left the meeting.

S.783 TO RECEIVE A VERBAL UPDATE ON RECENT VACANCIES AND ANY OTHER RELEVANT STAFFING UPDATES FROM THE TOWN CLERK AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk informed members that she was hoping to fill the Engagement Assistant vacancy that afternoon as she had shortlisted applications down to two. The two library job vacancies were due to the imminent retirement of a member of staff, and an internal promotion.

S.783.2 RESOLVED: that a verbal update on recent vacancies, and staffing updates from the Town Clerk were received

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.784 TO CONSIDER THE APPROVAL OF CHRISTMAS OPENING/CLOSING, AND STAFF LEAVE, AGREE ACTION, AND AUTHORISE EXPENDITURE

S.784.2 RESOLVED: that the closing time of business of the Town Council be 12 noon on the 23rd December after which staff and Councillors congregate in the Council Chamber for refreshments; with Town Council business resuming on the 4th of January 2022, was approved. A budget of £500 for refreshments from the Mayor’s expenses budget was authorised

Proposed by Councillor M Williams
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 12 noon.

SIGNED BY THE CHAIRMAN.....

DATE