

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 at the The Wesley Hall (1st Floor), The Wesley Centre, Chapel Street, Camborne, TR14 8EG, on Wednesday 9th March 2022 at 10.30 am.

PRESENT:

Councillor V Dalley	Chairman
Councillor M Champion	Vice Chairman
Councillor C Godolphin	
Councillor Ms Z Fox	(ex officio)
Councillor M Williams	

IN ATTENDANCE:

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

S.843 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.844 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.844.2 RESOLVED: that the apologies from Councillor C Lawrence and D Wilkins for non-attendance of the meeting of the Staffing Committee held on the 9th March 2022 were received

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.845 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.846 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.847 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.848 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 12TH JANUARY 2022 FOR SIGNING BY THE CHAIRMAN

S.848.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 12th January 2022 were received, and approved for signing by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

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

S.849 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 12TH JANUARY 2022 FOR SIGNING BY THE CHAIRMAN

S.849.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 12th January 2022 were received, and approved for signing by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

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

S.850 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.851 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 3E MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS AND GIVE EVIDENCE IN RESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)

There were no members of the public present.

S.852 TO RECEIVE A PENSION FUND EMPLOYER'S NEWSLETTER FOR JANUARY 2022

S.852.2 RESOLVED: that a Pension Fund Employers Newsletter for January 2022 was received

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.853 TO RECEIVE A PENSION FUND EMPLOYER'S NEWSLETTER FOR MARCH 2022

S.853.2 RESOLVED: that a Pension Fund Employers Newsletter for March 2022 was received

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.854 TO RECEIVE AN INCOME AND EXPENDITURE REPORT TO THE END OF JANUARY 2022 AND RFO RECOMMENDATIONS, AND UNDERSPEND RECOMMENDATIONS FOR 2021-2022 AND AGREE ACTION

Councillor M Williams asked that the RFO be thanked for producing a reader friendly report.

The Town Clerk informed members that the green book pay award of 1.75% had been confirmed, and that staff were to receive the backdated increase from the beginning of April 2021. This would show as a significant increase in spending for the month of March.

S.854.2 RESOLVED: that an Income and Expenditure Report to the end of January 2022 and RFO recommendations, and underspend recommendations for 2021-2022 were received and noted

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.854.3 RESOLVED: that underspends over £1,000 at year end 2021/2022 be allocated to the Council Expansion EMR; and Underspends £1,000 and under be allocated to the General Reserve; were approved

Proposed by Councillor M Champion
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.855 TO RECEIVE A STAFF RESIGNATION AND RATIFY DECISIONS

- i) To approve the amendment to the structure of the Amenities Team**
- ii) To approve the recruitment of an Amenities Technician and agree the associated expenditure.**

The Town Clerk informed members that on receiving [REDACTED] retirement notice, the appointment of an Amenities Manager, and the imminent commencement of an Amenities Technician, there was no longer the need for an Amenities Supervisor, but a restructure of the Amenities staff was needed to reflect this.

S.855.2 RESOLVED: that a staff resignation was received; and the amendment to the structure of the Amenities Team was approved

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.855.3 RESOLVED: that the decision to recruit an Amenities Technician with associated expenditure, was ratified

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.856 TO RECEIVE CONFIRMATION OF THE NJC PAY AWARD FOR 2021/2022, AGREE ACTION AND AUTHORISE EXPENDITURE

S.856.2 RESOLVED: that confirmation of the NJC pay award for 2021/2022 was received, and the expenditure of the backpay to April 2021 of staff was approved

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.857 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.857.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public with the exception of Louise Cantrill, were excluded due to the confidential nature of the business to be discussed

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.858 TO RECEIVE RECEIVE 6/4 MONTH REVIEWS FOR STAFF:
i) Town Clerk
ii) Amenities & Projects Officer
iii) Engagement Officer
iv) Responsible Finance Officer
v) Senior Library Officer

- vi) **Administrative Support Officer**
- vii) **Engagement Assistant**
- viii) **Library and Council Support Assistants (3)**
- ix) **Amenities Technicians (4)**
- x) **Administration Assistant**

AGREE ACTION AND AUTHORISE EXPENDITURE

S.858.2 **RESOLVED: that the six-month review for the Town Clerk was received, and the Town Clerk be thanked for her hard work and dedication to the Town Council**

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.858.3 **RESOLVED: that the six-month review for the Amenities & Projects Officer was received, and that he be thanked for all his hard work**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.858.4 **RESOLVED: that the six-month review for the Engagement Officer was received, and the training of SLCC Working Together to make communities safer, and ILM Level 3 in Leadership and Management, was approved, and the associated expenditure was authorised. She be thanked for all her hard work**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.858.5 **RESOLVED: that the six-month review for the Responsible Finance Officer was received, and that he be congratulated and thanked for work well done**

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.858.6 **RESOLVED: that the six-month review for the Senior Library Officer was received, and that she be thanked for all her hard work**

Proposed by Councillor V Dalley

Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.858.7 **RESOLVED: that the six-month review for the Administrative Support Officer was received, and that she be thanked for all her hard work**

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.858.8 **RESOLVED: that the six-month review for the Engagement Assistant was received, the training requested; Social Media Short Courses, and First Aid Three Day Course, were approved, and the associated expenditure was authorised**

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.858.9 **RESOLVED: that the six-month review for the Library and Council Support Assistant, Emry Robinson, was received**

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.858.10 **RESOLVED: that the six-month review for the Library and Council Support Assistant Sally Williams was received, Makaton Training approved, and the associated expenditure was authorised. She be thanked for all her hard work**

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.858.11 **RESOLVED: that the four-month review for the Library and Council Support Assistant Elisha Ralls was received**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.858.12 **RESOLVED: that the six-month review for Amenities Technician David Goldsworthy was received, the training requested; Pedestrian Roller, PAT Testing, and Working in**

Confined Spaces, was approved, and the associated expenditure was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.858.13 **RESOLVED: that the six-month review for Amenities Technician Rob Piper was received, and costs be investigated for training in Garden Design and Chainsaw work, to be considered at a later date. He be thanked for all his hard work,**

Proposed by Councillor Z Fox
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.858.14 **RESOLVED: that the six-month review for Amenities Technician, Ashley Hugo was received, and he be thanked for all his hard work and knowledge he brings to the team**

Proposed by Councillor M Champion
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.858.15 **RESOLVED: that the six-month review for Amenities Technician Jonny Guyett was received, training for first aid and Hedgerow and Habitat Management was approved and the associated expenditure was authorised. He be thanked for all his hard work and skills he brings to the team**

Proposed by Councillor Z Fox
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.858.16 **RESOLVED: that the six-month review for the Administration Assistant was received; and appropriate office training was approved, with the associated expenditure authorised**

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.859 **TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK AND SKYLITE ASSOCIATES LTD ON STAFFING MATTERS, AND RECRUITMENT, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk updated members on some recent sickness absences within the Library team, Emry has been signed off sick until early April, and due to the pressures of several absences it was suggested that it would be advisable to approve the recruitment of a Maternity Cover post for the Library in April.

Other sickness and absence in the Library was also discussed following discussions with the staff affected, and Emma decided that she could not continue in the role due to childcare issues.

It was suggested that Caroline Tucker be offered the 17 hour a week role; with the 4 hour Saturday role being offered to Christine Davis, but that if she didn't accept the role permission be given to recruit.

S.859.2

RESOLVED: that the update on Library staffing, and the resignation of a member of staff, was received. The 17 hour a week post as Library and Council Support Assistant be offered to [REDACTED], was approved, and the associated expenditure was authorised

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.859.3

RESOLVED: that the 4 hour a week Saturday role be offered to [REDACTED], was approved, and the associated expenditure was authorised. Should they not accept, the recruitment was approved, and the associated expenditure was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

[REDACTED]

S.859.4

RESOLVED: that the verbal update [REDACTED] was received and noted

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

The Town clerk informed members that the appraisal process would be updated, with 1, 3 and 6-month reviews for new starters.

The 6-month review of the Committee Support Officer had gone well and would be received at the next meeting.

Louise Cantrill informed members that Council priorities were to be addressed to aid the staff regarding workloads, the Town Clerk would be reporting on these going forward and stated that line managers needed to support the Town Clerk. Contracts were a working progress, and some updates would be needed to accommodate the working outside of normal hours, ie weekends and Bank Holidays. The Management Team would be having discussions with staff and reporting back to a future meeting.

S.859.5 RESOLVED: that verbal updates from the Town Clerk and Skylite Associates Ltd on staffing matters, and recruitment, were received

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.859.6 RESOLVED: that the verbal update from the Town Clerk on the 6 month review of the Committee Support officer, was received

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.860 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON THE INTERNSHIP OPPORTUNITY

The Town Clerk informed members that interviews had taken place for the Internship, and the placement had been offered and accepted by Alec Hine, and that he will be able to help with upcoming events and be supported by the Engagement Team.

S.860.2 RESOLVED: that a verbal update from the Town Clerk on an internship opportunity was received

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.861 TO CONSIDER A DATE FOR THE NEXT STAFFING COMMITTEE MEETING AND AGREE ACTION

S.861.2 RESOLVED: that the next meeting of the Staffing Committee be held on the 6th April 2022, was approved

Proposed by Councillor V Dalley
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
12.04 pm.

SIGNED BY THE CHAIRMAN.....

DATE

DRAFT/REDACTED