

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 Meeting Room, The Basset Centre, Basset Road, Camborne, TR14 8SL, on Wednesday 6th April 2022 at 10.30 am.

PRESENT:

**Councillor V Dalley
Councillor M Champion
Councillor C Lawrence
Councillor D Wilkins
Councillor M Williams**

**Chairman
Vice Chairman**

IN ATTENDANCE:

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

S.862 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.863 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.863.2 RESOLVED: that the apologies from Councillor C Godolphin and Z Fox for non-attendance of the meeting of the Staffing Committee held on the 6th April 2022 were received

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.864 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.865 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.866 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.867 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 9TH MARCH 2022 FOR SIGNING BY THE CHAIRMAN

S.867.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 9th March 2022 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 by those entitled to vote.

S.868 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 9TH MARCH 2022 FOR SIGNING BY THE CHAIRMAN

S.868.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 9th March 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.869 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.870 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.871 TO RECEIVE AN INCOME AND EXPENDITURE REPORT TO THE END OF FEBRUARY 2022 AND AGREE ACTION

S.871.2 RESOLVED: that receive an Income and Expenditure Report to the end of February 2022 was received

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.872 TO RECEIVE A DRAFT UPDATED STAFF HANDBOOK AND AGREE ACTION

The Town Clerk informed members that a review of the Staff Handbook was an annual requirement. She informed members of some of the changes in the Handbook and the reasons for them.

S.872.2 RESOLVED: that a draft updated Staff Handbook was received and approved

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.873 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.873.2 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 V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.874 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK AND SKYLITE ASSOCIATES LTD ON STAFFING MATTERS, EVENTS, AND OVERTIME, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk gave an update on a few staffing matters that were brought to the attention of the committee at the last meeting

[REDACTED]

[REDACTED]

[REDACTED]

Events and overtime were also discussed and the need for an Events Policy to allow for good planning and analysis of future events, also

around new overtime policies and payments for Sunday and Bank Holiday working going forward.

S.874.2 **RESOLVED: that the verbal update from the Town Clerk on staffing matters, [REDACTED] was received and approved**

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.874.3 **RESOLVED: that the verbal update from the Town Clerk on the [REDACTED] was received. With a further update to be provided at the next meeting of this committee**

Proposed by Councillor Champion
Seconded by Councillor Lawrence

On a vote being taken the matter was approved unanimously.

S.874.4 **RESOLVED: that the verbal update from the Town Clerk on the [REDACTED] was received. With a further update to be provided at the next meeting of this committee**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.874.5 **RESOLVED: that the Library and Council Support Assistant interviews (Saturdays) would be conducted on 19th April 2022 by the Senior Library Officer, Councillor Lawrence and Wilkins**

Proposed by Councillor Wilkins
Seconded by Councillor Lawrence

On a vote being taken the matter was approved unanimously.

S.875 **TO RECEIVE DRAFT JOB DESCRIPTIONS FOR LIBRARY AND COUNCIL SUPPORT ASSISTANT ROLES, CONSIDER RECRUITMENT AND ADVERTISING, AGREE ACTION, AND AUTHORISE EXPENDITURE**

The Town Clerk recommended that the [REDACTED] to allow flexibility of working.

S.875.2 **RESOLVED: that draft Job Description for Library and Council Support Assistant roles was received and approved, and the**

recruitment and advertising costs were authorised to be taken from the Recruitment 4100/200 budget. The interviews to be conducted on the 25th April by the Senior Library Officer and Councillors Dalley and Wilkins

Proposed by Councillor Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.876 TO RECEIVE A 6-MONTH REVIEW FOR THE COMMITTEE SUPPORT OFFICER, AGREE ACTION AND AUTHORISE EXPENDITURE


S.876.2 RESOLVED: that a 6-month review for the Committee Support Officer, was received

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.877 TO RECEIVE A VERBAL AND WRITTEN REPORT FROM THE TOWN CLERK AND SKYLITE ASSOCIATES, ON WORKLOADS AND PRIORITIES, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk and Louise Cantrell informed members that present and proposed projects needed to be put in order of priority as the Town Council's current staffing levels could not accommodate everything that the Councillors wanted to achieve. Staff were accumulating large amounts of TOIL time and outstanding Annual Leave, and this was not sustainable or advisable, as the Town Council had a duty of care regarding the staff's health and well-being.

 A Capacity Analysis Report was being compiled for Councillors information and action.

Amalgamation of some working parties was advisable to help alleviate staff workloads.

S.877.2 RESOLVED: that verbal and written reports from the Town Clerk and Skylite Associates, on workloads and priorities were received

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.877.3 **RESOLVED: that for the 2022-2023 Municipal Year the Park Gerry and Passmore Edwards Working Parties merge to create a Major Projects Working Party; was recommended to Full Council for approval**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.877.4 **RESOLVED: that for 2022-2023 Municipal Year the Climate Change and Nature Recovery Working Parties merge to create a Climate and Nature Recovery Working Party; was recommended to Full Council for approval**

Proposed by Councillor Champion
Seconded by Councillor Lawrence

On a vote being taken the matter was approved unanimously.

S.877.5 **RESOLVED: that the Town Clerk and Skylite Associates report back to the next meeting of the Staffing Committee with further suggestions and actions, was approved**

Proposed by Councillor Wilkins
Seconded by Councillor Lawrence

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.40 am.

SIGNED BY THE CHAIRMAN.....

DATE