

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 28th September 2022 at 10.30 am.

PRESENT:

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

**Chairman
Vice Chairman**

IN ATTENDANCE:

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

S.911 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.912 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.912.2 RESOLVED: that apologies from Councillor M Williams for non-attendance of the meeting of the Staffing Committee held on the 28th September 2022 were received

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.913 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 Clerk informed members that she would be leaving the room for Agenda item 23.

S.914 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.915 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.916 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 6TH JULY 2022, FOR SIGNING BY THE CHAIRMAN

S.916.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 6th July 2022 were received, approved, and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

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

S.917 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 6TH JULY 2022, FOR SIGNING BY THE CHAIRMAN

S.917.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 6th July 2022 were received, approved, and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

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

S.918 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.919 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.920 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF AUGUST 2022 AND AGREE ACTION

The Town Clerk informed members that the figures in the Report were as expected, and that a few small variations might be needed nearer the end of year.

S.920.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of August 2022 was received

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.921 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JULY 2022, AGREE ACTION AND AUTHORISE EXPENDITURE

S.921.2 RESOLVED: that a Cornwall Pension Fund Newsletter for July 2022, was received

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.922 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR AUGUST 2022, AGREE ACTION AND AUTHORISE EXPENDITURE

The Clerk referred to the Annual Employer Meeting on page 3 of the newsletter. When she received more information on the meeting she would e-mail Councillors, if any of them wanted to attend.

S.922.2 RESOLVED: that a Cornwall Pension Fund Newsletter for August, 2022 was received

Proposed by Councillor D Wilkins
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.923 TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FOR JULY 2022, AGREE ACTION AND AUTHORISE EXPENDITURE

The Clerk informed members that the proposed pay award had been made to the unions representing NJC 'Green Book' employers, and that there should be news on their decision in time to report at the next meeting. Any pay increase would be backdated to the 1st April 2022. Any pay increases would need to be taken into account when budget setting for next year.

S.923.2 RESOLVED: that a South-West Council's Newsletter for July, 2022 was received

Proposed by Councillor D Wilkins
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.924 TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FOR AUGUST 2022, AGREE ACTION AND AUTHORISE EXPENDITURE

S.924.2 RESOLVED: that a South-West Council's Newsletter for August 2022, was received

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.925 **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.925.2 **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 M Champion

On a vote being taken the matter was approved unanimously.

S.926 **TO RECEIVE WRITTEN NOTICE OF RESIGNATION FROM A MEMBER OF STAFF AND AGREE ACTION**

S.926.2 **RESOLVED: that a written notice of resignation from a member of staff was received**

Proposed by Councillor M Champion
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.927 **TO RECEIVE WRITTEN NOTICE OF RESIGNATION FROM A MEMBER OF STAFF AND AGREE ACTION**

S.927.2 **RESOLVED: that a written notice of resignation from a member of staff was received**

Proposed by Councillor M Champion
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.928 **TO APPROVE THE RECRUITMENT AND INTERVIEW ARRANGEMENTS FOR AN AMENITIES TECHNICIAN, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Clerk reported that the post would be advertised on Indeed, Cornwall Council Site, the Town Council's website, and Social Media.

S.928.2 **RESOLVED: that the recruitment arrangements for an Amenities Technician, with an interview panel of the Amenities and Projects Officer, the Amenities Manager, and Councillor Wilkins with a Deputy of Councillor Champion; were approved. The associated expenditure was authorised, to be taken from the Staff Salaries and Recruitment budget**

Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.929 TO RECEIVE A VERBAL INTRODUCTION AND UPDATE FROM THE HR ASSISTANT AND AGREE ACTION

The HR Assistant reported that:

- she had compiled and introduced HR checklists for all employees, and that all the correct documents were in place for all employees.
- Reviewed the induction process and implemented a review form to be completed at one-month reviews.
- For absence recording she had created an overview for each employee to ensure that all absences were recorded correctly.
- She had identified a need to review the induction procedure at Amenities level.
- The exit interview form had been reviewed to ensure that they were now conducted for everyone.
- She was looking into HR Software Packages to find the most fit for purpose for the Town Council.

S.929.2 RESOLVED: that a verbal introduction and update from the HR Assistant, was received

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.930 TO RATIFY THE ACTION TAKEN BY THIS COMMITTEE IN RELATION TO RECRUITMENT FOR A LIBRARY AND COUNCIL SUPPORT ASSISTANT AND FURTHER UPDATE AS BELOW;

- To approve the recruitment of a Library and Council Assistant (Maternity Cover) 17 hours, and agree the associated expenditure from the salaries and recruitment budget.**
- To receive an update from the Town Clerk on the recruitment for this vacancy.**

The Town Clerk advised the Committee that following the agreed action recruiting for this role had been successful, and they are already in post.

S.930.2 RESOLVED: that the actions taken by this committee, to recruit a Library & Council Assistant for (Maternity Cover), 17 hours, with the associated expenditure to be taken from the salaries and recruitment budget; was ratified

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.931 TO RECEIVE WRITTEN NOTICE OF RESIGNATION FROM A MEMBER OF STAFF AND AGREE ACTION

S.931.2 RESOLVED: that a written notice of resignation from a member of staff was received

Proposed by Councillor M Champion
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.932 TO CONSIDER THE RECRUITMENT ARRANGEMENTS FOR A LIBRARY AND COUNCIL SUPPORT ASSISTANT, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk asked members to consider offering the hours of the 34 hour permanent role internally (as vacated by [REDACTED]), and recruit for maternity hours as this would benefit the present staff, boost moral and aid the smooth running of the facilities.

- To increase [REDACTED] hours by 7.5 hours, and make a permanent role (Previously 27 hours a week, all Maternity Cover).
- To increase [REDACTED] hours by 5 hours, and make a permanent role. (Previously 12 hours a week permanent)
- To increase [REDACTED] hours by 4.5 hours, and make a permanent role. (Previously 17 hours a week Maternity Cover)
- To recruit for a 17 hour Maternity Cover post.

S.932.2 RESOLVED: that the increases to [REDACTED] hours by 7.5 hours, and make a fully permanent role, to [REDACTED] hours by 5 hours, and make a permanent role, to [REDACTED] hours by 4.5 hours, which are permanent, and the recruitment for a 17 hour Library and Council support Assistant post (Maternity Cover); were approved. The associated expenditure was authorised to be taken from the Staff Salaries and Oncosts and Recruitment budget

Proposed by Councillor M Champion
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

The Town Clerk left the room for the next Agenda item.

S.933 TO RECEIVE A REQUEST FROM A STAFF MEMBER FOR 3 WEEKS LEAVE AND AGREE ACTION

S.933.2 RESOLVED: that a request from [REDACTED] for 3 weeks leave was received, and approved

Proposed by Councillor M Champion
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

The Town Clerk re-entered the meeting.

S.934 TO CONSIDER THE APPROVAL OF CHRISTMAS OPENING/CLOSING AND STAFF LEAVE, AGREE ACTION AND AUTHORISE EXPENDITURE

S.934.2 RESOLVED: that the Town Council gift all the staff (pro rata if appropriate) the 23rd of December as leave, and that all Town Council business close for the Christmas period from 23rd December until the 3rd January was approved

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.935 TO RECEIVE INFORMATION ON TRAINING OPPORTUNITIES FOR THE STAFFING COMMITTEE, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk informed members that she had contacted CALC regarding Civility & Respect training as she thought Councillors would want to do this before making the Civility & Respect pledge. She was also looking into Equality and Diversity training; and would e-mail Councillors when more information on both was received.

S.935.2 RESOLVED: that information on training opportunities for the Staffing Committee was received and noted

Proposed by Councillor C Lawrence
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

The Administrative Support Officer and HR Assistant left the meeting.

S.936 TO RECEIVE A WRITTEN REPORT FROM SKYLITE ASSOCIATES ON THE STAFFING STRUCTURE AND SUPPORTING PAPERWORK, AGREE ACTION AND AUTHORISE EXPENDITURE

Louise explained that this report had come about following the capacity review earlier in the summer, and there was clearly a need to review the situation and put in some suggested changes to the structure and workload to ensure deputisation for the Town Clerk across different areas and sites, due to the locations of our teams.

The plan had been carefully discussed with those affected and they were fully in support, there would be a consultation period before any changes take effect.

S.936.2 RESOLVED: that a written report from Skylite Associates on the Staffing Structure, and the supporting paperwork, was received

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

- S.936.3** **RESOLVED: that the Updated [REDACTED]
[REDACTED], was approved**
- Proposed by Councillor D Wilkins
Seconded by Councillor Z Fox
- On a vote being taken the matter was approved unanimously.
- S.936.4** **RESOLVED: that the current the [REDACTED]
[REDACTED] once a Finance Assistant was in
post, and had satisfactorily completed their 3-month review;
was approved**
- Proposed by Councillor D Wilkins
Seconded by Councillor C Lawrence
- On a vote being taken the matter was approved unanimously.
- S.936.5** **RESOLVED: that the reduction in [REDACTED]
[REDACTED]; was approved**
- Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins
- On a vote being taken the matter was approved unanimously.
- S.936.6** **RESOLVED: that the Job Description and Person Specification
for the role of Finance Assistant 18 hours per week; was
approved**
- Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins
- On a vote being taken the matter was approved unanimously.
- S.936.7** **RESOLVED: that the recruitment of an experienced, finance
trained, Finance Assistant at the proposed SCP grade of 21 –
25, was approved; a specialist agency be used in addition to
the usual avenues, and the associated expenditure of £2,000
from the Staffing Recruitment budget was authorised**
- Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox
- On a vote being taken the matter was approved by a Majority.
- S.936.8** **RESOLVED: to consult with the Amenities and Projects Officer
on the opportunity to [REDACTED]
[REDACTED], was approved; with the
associated expenditure authorised, to be taken from the
Staffing budget**

Proposed by Councillor C Lawrence
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.936.9 **RESOLVED: that the updated Job Description and Person Specification for Amenities & Projects Officer and Deputy Proper Officer, was approved**

Proposed by Councillor D Wilkins
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.936.10 **RESOLVED: that the Deputy Proper Officer start CILCA training within the first 12 months in the new role, was approved; and the associated expenditure was authorised, to be taken from the Staff Training Budget**

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.936.11 **RESOLVED: that the Amenities Manager be consulted to take [REDACTED] was approved; the associated expenditure was authorised, to be taken from the staffing budget**

Proposed by Councillor D Wilkins
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.936.12 **RESOLVED: that the updated Job Description and Person Specification for the Amenities Manager, was approved**

Proposed by Councillor D Wilkins
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.936.13 **RESOLVED: that the Engagement Officer be consulted regarding [REDACTED], was approved; the associated expenditure was authorised, to be taken from the staffing budget**

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.936.14 RESOLVED: that the updated Job Description and Person Specification for the Engagements Officer, was approved

Proposed by Councillor C Lawrence
Seconded by Councillor D Wilkins

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

S.936.15 RESOLVED: that the Events Manager role, Job Description and Person Specification be updated to encourage internal promotion and training initially, before external recruitment if necessary, with a reduced SCP of 12 – 16, and increased hours to a full-time 37 hour role; was approved

Proposed by Councillor D Wilkins
Seconded by Councillor C Lawrence

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

S.936.16 RESOLVED: that the [REDACTED], with the expenditure authorised to be taken from the Staffing budget

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.936.17 RESOLVED: that the updated Staffing Structure was approved

Proposed by Councillor D Wilkins
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.52 am.