

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 July 2022 at 10.30 am.

PRESENT:

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

**Chairman
Vice Chairman**

IN ATTENDANCE:

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

S.896 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.897 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.897.2 RESOLVED: that apologies from Councillors C Lawrence and M Williams for non-attendance of the meeting of the Staffing Committee held on the 6th July 2022 were received

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.898 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 and Administrative Officer declared interests in their items on Agenda items 13, 14, and 15.

S.899 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.900 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.901 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 8TH JUNE 2022, FOR SIGNING BY THE CHAIRMAN

S.901.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 8th June 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.902 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 8TH JUNE 2022, FOR SIGNING BY THE CHAIRMAN

S.902.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 8th June 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.903 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.904 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.905 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF JUNE 2022 AND AGREE ACTION

The Town Clerk informed members that due to staffing issues the Library Staff Contingency Budget might need topping up from Earmarked Reserves 330 Human Resources.

S.905.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of June 2022 was received

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.906 TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FOR JUNE 2022, AGREE ACTION AND AUTHORISE EXPENDITURE

The Newsletter was not received at this meeting.

S.907 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.907.2 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.

The Chairman took the next three Agenda items together as they were interlinked.

S.908 TO RECEIVE THE ANNUAL PERFORMANCE APPRAISALS FOR: TO CONSIDER THE TRAINING AND DEVELOPMENT NEEDS OF: TO CONSIDER THE TERMS AND CONDITIONS OF EMPLOYMENT OF THE:

- a) Amenities Technicians
- b) Administrative Support Officer
- c) Senior Library Officer
- d) Committee Support Officer
- e) Responsible Finance Officer
- f) Amenities & Projects Officer
- g) Engagement Officer
- h) Engagement Assistant
- i) Town Clerk

agree action and authorise expenditure accordingly.

S.908.2 RESOLVED: that the Annual Performance Appraisal for Amenities Technician was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 260 Staff Green Spaces 4000 Salaries budget, was authorised

Proposed by Councillor V Dalley

Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.908.3

RESOLVED: that the Annual Performance Appraisal for Amenities Technician was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 260 Staff Green Spaces 4000 Salaries budget, was authorised

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.908.4

RESOLVED: that the Annual Performance Appraisal for Amenities Technician was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 220 Staff Amenities 4000 Salaries budget, was authorised

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.908.5

RESOLVED: that the Annual Performance Appraisal for Amenities Technician was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 260 Staff Green Spaces 4000 Salaries budget, was authorised

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

Having declared an interest in the next agenda item the Administrative Officer left the room.

S.908.6

RESOLVED: that the Annual Performance Appraisal for the Administrative Support Officer was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

The Administrative Officer re-entered the meeting.

S.908.7 **RESOLVED: that the Annual Performance Appraisal for Senior Library Officer was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 240 Staff Library 4000 Salaries budget, was authorised,**

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.908.8 **RESOLVED: that the Annual Performance Appraisal for the Committee Support Officer was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised**

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.908.9 **RESOLVED: that ECDL, and Pitman Speedwriting training for the Committee Support Officer was approved, and the associated expenditure to be taken from, 200 Staff Administration 4060 Staff Training budget, was authorised**

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.908.10 **RESOLVED: that the Annual Performance Appraisal for the Responsible Finance Officer was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised**

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.908.11 **RESOLVED: that the Annual Performance Appraisal for the Amenities & Projects Officer was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, and the associated expenditure to be taken from, 220 Staff Amenities 4000 Salaries budget, was authorised**

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.908.12

RESOLVED: that the Annual Performance Appraisal for the Engagement Officer was received. The terms and conditions for [REDACTED] were considered, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.908.13

RESOLVED: that the Annual Performance Appraisal for the Engagement Assistant was received. The terms and conditions for [REDACTED] were considered, and that she receive a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.908.14

RESOLVED: that a Photography Training Course for the Engagement Assistant was approved, and the associated expenditure to be taken from 200 Staff Administration 4060 Staff Training budget, was authorised. The purchase of a professional camera for the use of the Council, was approved, and the associated expenditure to be taken from, 140 Corporate Management 4850 Council Expenses budget, was authorised

Proposed by Councillor M Champion
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

Having declared an interest in the next item the Town Clerk left the meeting

S.908.15

RESOLVED: that the Annual Performance Appraisal for the Town Clerk was received. Success-Project Management 5 Day Training Course, Nalc online Working Within the Teirs Training Course, and attendance of the SLCC Annual Conference, were approved and the associated expenditure to be taken from, 200 Staff Administration 4060 Staff Training budget, was authorised

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.908.16

RESOLVED: [REDACTED] And the associated expenditure

from, 200 Staff Administration 4000 Staff Salaries was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.908.17 RESOLVED: that a budget of £500 for sessions regarding the Corporate Plan be recommended to the Finance & General Purpose Committee for approval

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

The Town Clerk returned to the meeting.

S.909 TO CONSIDER TRAINING REQUIREMENTS FOR THE LIBRARY AND COUNCIL SUPPORT ASSISTANTS, AGREE ACTION AND AUTHORISE EXPENDITURE

S.909.2 RESOLVED: that Makaton training for the Library staff was approved, and the associated expenditure from the 240 Staff Training 4060 budget was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.910 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK AND SKYLITE ASSOCIATES ON STAFFING MATTERS, AGREE ACTION AND AUTHORISE EXPENDITURE

S.910.2 RESOLVED: that the closure of the library for two hours on the 18th July with all staff working on the day given the time to attend the staff picnic, was approved. The expenditure of £150 to be taken from 140 Corporate Management 4850 Council Expenses budget, was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.910.3 RESOLVED: that an update from the Town Clerk on Maternity Leave for a staff member, was received

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.



S.910.4 RESOLVED: that an update from the Town Clerk on the Administrative Assistant was received

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.910.5 RESOLVED: that the updated Job Description for the Administrative Assistant Role, and the recruitment of a replacement Administrative Assistant was approved. The expenditure from the 200 Staff Administration 4100 Recruitment budget and salaries budget was authorised. The interview panel to consist of the Town Clerk, the Administrative Support Officer, and Councillor V Dalley, was approved

Proposed by Councillor V Dalley
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.910.6 RESOLVED: that a quote for ICT equipment for new and current staff members was received and approved, and the expenditure from 100 Finance & Administration ICT Replacement 4635 budget was authorised

Proposed by Councillor M Champion
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.910.7 RESOLVED: that an update on staff future work locations was received. The recommendation that the Engagement Team be based at the Basset Centre but work at the Passmore Edwards Offices at least one day a week was approved

Proposed by Councillor C Godolphin
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 11.36 am.