

# Meeting Minutes

The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

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## MINUTES:

**of the meeting of the Staffing Committee held at the Meeting Room, The Basset Centre, Basset Road, Camborne, TR14 8SL, on Wednesday 8<sup>th</sup> June 2022 at 10.30 am.**

## PRESENT:

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

**Chairman  
Vice Chairman**

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Sally Williams, Committee Support Officer; and Louise Cantrill (Skylite Associates).**

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### **S.878 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

### **S.879 TO CONSIDER NOMINATIONS AND ELECT A CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2022/2023**

There was one nomination for the role of Chairman.

### **S.879.2 RESOLVED: that the nomination was considered and Councillor Dalley was elected as Chairman of the Staffing Committee for the Municipal Year 2022/2023**

Proposed by Councillor D Wilkins  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

### **S.880 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**S.880.2**                    **RESOLVED: that the apology from Councillor M Champion for non-attendance of the meeting of the Staffing Committee held on the 8<sup>th</sup> June 2022 was received**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.881**                    **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 Committee Support Officer declared an interest in Agenda Item 17.

**S.882**                    **TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.883**                    **TO CONSIDER NOMINATIONS AND ELECT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2022/2023**

There was one nomination for the role of Vice Chairman.

**S.883.2**                **RESOLVED: that the nomination was considered and Councillor Wilkins was elected as Vice Chairman of the Staffing Committee for the Municipal Year 2022/2023**

Proposed by Councillor C Godolphin  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**S.884**                    **CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.885**                    **TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 6<sup>TH</sup> APRIL 2022, FOR SIGNING BY THE CHAIRMAN**

**S.885.2**                **RESOLVED: that the minutes of the Staffing Committee meeting held on 6<sup>th</sup> April 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.886 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 6<sup>TH</sup> APRIL 2022, FOR SIGNING BY THE CHAIRMAN**

**S.886.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 6<sup>th</sup> April 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.887 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.888 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.889 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF APRIL 2022 AND AGREE ACTION**

The Town Clerk explained that everything was in line with the budget. One Councillor commented on the fact that it would be useful to have a column to show the monthly budget. The Town Clerk explained that whilst the system did not do this, a quarterly written report could be produced instead.

**S.889.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of April 2022 was received**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.889.3 RESOLVED: that the RFO would produce a written quarterly report on the budget figures**

Proposed by Councillor M Williams  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**S.890 TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FROM APRIL 2022, AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillor Fox drew Councillors attention to the article on 'Transport Decarbonisation Toolkit for Councils' which she said was very interesting.

**S.890.2 RESOLVED: that a South-West Councils Newsletter was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**S.891 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR APRIL 2022, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Clerk drew attention to Councillor training opportunities within the newsletter.

**S.891.2 RESOLVED: that a Cornwall Pension Fund Newsletter for April 2022 was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.892 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR MAY 2022, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.892.2 RESOLVED: that a Cornwall Pension Fund Newsletter for May 2022 was received**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.893 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.893.2 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 C Lawrence

On a vote being taken the matter was approved unanimously.

**S.894**

**TO RECEIVE A CAPACITY ANALYSIS REPORT FROM SKYLITE ASSOCIATES LTD;**

- i) TO RECEIVE DRAFT JOB DESCRIPTIONS FOR AN EVENTS MANAGER (PART-TIME) AND CONSIDER RECRUITMENT AND ADVERTISING**
- ii) TO RECEIVE DRAFT JOB DESCRIPTIONS FOR A HR ASSISTANT AND CONSIDER RECRUITMENT AND ADVERTISING**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

Louise Cantrill reviewed the Capacity Analysis Report.

The main concern had been the accrual of TOIL, especially for the Clerk. She explained that the Clerk spent a significant amount of her time dealing with HR issues and staff turnover. The Council had a duty of care to resolve this level of pressure and hence an 'in-house' HR support role to alleviate some of the pressure on the Clerk was being recommended. The Clerk could then use her time more advantageously. There would also be some financial advantage to the in-house HR solution.

Councillor Lawrence asked whether the planned reduction of working party meetings had commenced. The Clerk responded that these had been amalgamated as much as possible to date.

The report also addressed the time issues experienced by the Responsible Finance Officer. The RFO needed time to shadow the Town Clerk and to complete his CILCA and the report addressed how this could be arranged.

The role of the new Events Manager would also be highly beneficial. Councillor Fox commented on the amount of work that had gone into the Events over the last year and that this would only increase as the Town Council looked to expand community events. It would be important to find someone with the right skill set to be able to take over the whole process and Councillor Fox suggested that more attributes could be considered for the person specification for this role. This would give the Engagements Officer more time to work with the Management Team as support would be necessary with the number of new projects in the pipeline.

Councillors expressed their thanks for the hard work of the staff in analysing their hours and roles as this validated the report. They were also of the opinion that workloads will only increase rather than decrease. They felt that the report was excellent.

**S.894.2**

**RESOLVED: that the written report on staffing capacity from Skylite Associates was received**

Proposed by Councillor V Dalley  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.894.3 RESOLVED: that the recruitment of a HR Assistant for the Town Clerk for a part time 17 hour role was approved with expenditure approved from the Staffing budget**

Proposed by Councillor D Wilkins  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.894.4 RESOLVED: that the recruitment of an Events Manager part time 18.5 hour role was approved with expenditure approved from the Staffing budget**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

The Committee Support Officer left the room.

**S.894.5 RESOLVED: that the provision of additional support for the Finance Officer (part time internal) was approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.894.6 RESOLVED: to offer the Committee Support Officer the extra hours supporting the Finance Officer and Admin where needed, increasing hours in the office by 8 hours a week initially, once consultation has completed, with expenditure authorised from the Staffing budget.**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.894.7 RESOLVED: to approve the internal allocation of the surplus library hours vacated initially, with expenditure authorised from the Library Salaries budget.**

Proposed by Councillor Z Fox  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.894.8 RESOLVED: that the draft Job Description for the Events Manager (part-time), with the amendment to include the**

**requirement for volunteer management experience, and recruitment and advertisement was approved.**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.894.9 RESOLVED: That the draft Job Description for the HR Assistant (part-time), and recruitment and advertisement was approved.**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.895 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK AND SKYLITE ASSOCIATES ON STAFFING MATTERS, AGREE ACTION AND ATHORISE EXPENDITURE**

[REDACTED]

**S.895.2 RESOLVED: that the Town Clerk along with the Chairman of the Staffing Committee were given delegated authority to take the appropriate steps and arrangements for the member of staff currently on sick leave with expenditure approved from the Staffing Budget.**

Proposed by Councillor C Godolphin  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

[REDACTED]

**S.895.3 RESOLVED: that the Town Clerk along with the Chairman of the Staffing Committee were given delegated authority to take the appropriate steps and arrangements [REDACTED] with expenditure approve from the Staffing Budget.**

Proposed by Councillor C Godolphin  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.895.4**

**RESOLVED: that the Annual Occupational Health Checks for the Amenities Team were approved, with expenditure authorised from the Staff Health and Safety budget and HR EMR**

Proposed by Councillor C Godolphin

Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

There was also a general discussion around the proposed Basset Centre Library project that was going to be discussed at Full Council, around the benefits to both teams of having more space for their work and wellbeing.

A lot of work had been done behind the scenes to negotiate with Cornwall Council and investigate options for sub-leasing some of the space which would help make the space a Community Hub.

There being no further business the Chairman closed the meeting at 11.29 am.

SIGNED BY THE CHAIRMAN.....

DATE .....

