

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 Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA, on Wednesday 9th November 2022 at 10.30 am.

PRESENT:

Councillor D Wilkins Vice Chairman
Councillor Z Fox
Councillor C Godolphin
Councillor C Lawrence
Councillor M Williams

IN ATTENDANCE:

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

S.937

SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.938

TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.938.2

RESOLVED: that apologies from Councillor V Dalley for non-attendance of the meeting of the Staffing Committee held on the 9th November 2022 were received

Proposed by Councillor D Wilkins
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.939

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.940

TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.941 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.942 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 28TH SEPTEMBER 2022, FOR SIGNING BY THE CHAIRMAN

S.942.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 28th September 2022 were received, approved, and signed by the Chairman

Proposed by Councillor D Wilkins
Seconded by Councillor Z Fox

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

S.943 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 28TH SEPTEMBER 2022, FOR SIGNING BY THE CHAIRMAN

S.943.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 28th September 2022 were received, approved, and signed by the Chairman

Proposed by Councillor D Wilkins
Seconded by Councillor C Godolphin

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

S.944 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.945 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.946 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF OCTOBER 2022 AND AGREE ACTION

The Town Clerk informed members that the figures in the Report were as expected, procurement costs had been spread over the cost codes, and that a few small virements might be needed nearer the end of year from some of the cost codes with underspends.

S.946.2 **RESOLVED: that a Staffing Income and Expenditure Report to the end of October 2022 was received, and that virements be made as necessary, was approved**

Proposed by Councillor C Godolphin
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.947 **TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR SEPTEMBER 2022, AGREE ACTION AND AUTHORISE EXPENDITURE**

S.947.2 **RESOLVED: that a Cornwall Pension Fund Newsletter for September 2022 was received, and that the HR Assistant and Councillor M Williams to attend the Cornwall Pension Fund Annual Employer Meeting**

Proposed by Councillor D Wilkins
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.948 **TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR OCTOBER 2022, AGREE ACTION AND AUTHORISE EXPENDITURE**

S.948.2 **RESOLVED: that a Cornwall Pension Fund Newsletter for October 2022, was received**

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.949 **TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FOR SEPTEMBER 2022, AGREE ACTION AND AUTHORISE EXPENDITURE**

S.949.2 **RESOLVED: that a South-West Council's Newsletter for September 2022, was received**

Proposed by Councillor C Lawrence
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.950 **TO RECEIVE A WRITTEN REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING THE STAFFING COMMITTEE DRAFT REVENUE BUDGET 2023/2024 AND THREE-YEAR FINANCIAL PLAN AND DRAFT BUDGET, AGREE ACTION AND AUTHORISE EXPENDITURE**

At the time of writing the report, the tax base figures for 2023/24 were unavailable, so an estimated 1.25% was used; since then information had been received that the tax base will be over 2%.

The amalgamation of the Amenities and Green Spaces teams under the Staffing - Amenities Cost Centre will simplify the budgetary structure and enable some economies of scale with regard to supporting cost codes.

The revenue budget had been calculated with consideration given to expected expansion and the annual salary increases.
The Staff Training budget needed increasing from £1,000 to £3,000 to allow staff to receive their necessary training.
As things stood it was anticipated that there would not be an increase in the precept.

S.950.2

RESOLVED: that a written report from the Responsible Finance Officer regarding the Staffing Committee draft revenue budget 2023/2024, three-year financial plan and draft budget, was received. That the Staff Training budget be increased by £2,000; £1,000 of which to come from the 'Other Employee Costs' budget; the budget for 2023/2024; and three-year financial plan were, approved with this update.

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.951

TO RECEIVE AN UPDATE ON THE NJC PAY OFFER FOR 2022/2023 AND UPDATED LEAVE ENTITLEMENT, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Council is a 'Green Book' employer and subject to the National Agreement on pay. An agreement of £1,925 for full time employees and adjusted pro rata for all public sector employees had been reached, the increase to be backdated to 1st April 2022, and it was also agreed that employees receive one additional day annual leave from April 2023.

S.951.2

RESOLVED: that an update on the NJC pay offer for 2022/2023 and updated leave entitlement, with the increase backdated to the 1st April 2022, and annual leave increased from April 2023 was received and approved

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.952

TO CONSIDER A CONSIDER A TEAM DAY FOR COMMUNICATION UPDATES, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk informed members that as there had been a lot of changes with the Library and Amenities teams and she felt it would

be beneficial for staff to have a team day for staff to learn about all the different roles within the Council.

S.952.2 RESOLVED: that a Team Day for communication updates was approved, and a budget of £250 to be taken from the 'Staffing Other Costs' budget, was authorised

Proposed by Councillor C Lawrence
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.253 TO RECEIVE AN UPDATED DRAFT COVID RISK ASSESSMENT AND AGREE ACTION

The Amenities and Projects Officer reported that there had been no advice regarding COVID from central Government, but that staff had been consulted on the contents of the Risk Assessment.

S.953.2 RESOLVED: that an updated draft COVID Risk Assessment was received and with an amendment included 'to try if possible to stay home, if positive for COVID', was approved

Proposed by Councillor M Williams
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.954 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.954.2 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 D Wilkins

On a vote being taken the matter was approved unanimously.

For confidentiality reasons the Admin Support Officer and the HR Assistant left the room.

The Amenities & Projects Officer entered the meeting.

S.955 TO RECEIVE A VERBAL PRESENTATION FROM THE AMENITIES MANAGER REGARDING THE AMENITIES TEAM STRUCTURE AND RECOMMENDATIONS, AGREE ACTION AND AUTHORISE EXPENDITURE

S.955.2 **RESOLVED: that a verbal presentation from the Amenities and Projects Officer regarding the amenities team structure, and recommendations, were received**

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.955.3 **RESOLVED: that the upgrade of two Amenities Operatives to Amenities Technicians with a starting grade of SCP5 was approved, and the associated expenditure to be taken from the Amenities Staffing Budget codes, was authorised**

Proposed by Councillor D Wilkins
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.955.4 **RESOLVED: that the updated structure for the Amenities Team, and the recruitment for the current vacancy of Amenities Technician be advertised at a suitable time; were approved**

Proposed by Councillor C Lawrence
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

The Amenities & Projects Officer left the meeting.

The Admin Support Officer and the HR Assistant re-entered the room.

S.956 **TO RECEIVE A WRITTEN REPORT FROM THE HR ASSISTANT REGARDING HR SOFTWARE, AGREE ACTION AND AUTHORISE EXPENDITURE**

The HR Assistant reported that she had investigated many different companies regarding a HR package that would encapsulate all of the Town Council's needs, and she felt that the most appropriate one was the 'Breathe' package.

S.956.2 **RESOLVED: that a written report from the HR Assistant regarding HR software was received, and the appointment of Breathe HR as the Town Council's chosen provider, was approved. The expenditure to be taken from the Staff Administration HR Services budget was authorised**

Proposed by Councillor C Godolphin
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

The HR Assistant left the meeting.

S.957 **TO RECEIVE AN UPDATE ON RECENT RECRUITMENT AND VACANCIES FROM THE TOWN CLERK AND AGREE ACTION**

The Town Clerk reported that the Engagement Assistant had been successful in her application for the role of Events Manager, but that her role of Engagement Assistant would need to be filled. The Events Manager was on three months probationary period, so she felt that a three month part time contract for a freelance person to temporarily fill the Engagement Assistant role would be appropriate; as it would leave the position open going forward, in the event that there was a need for the new Events Manager to revert back.

S.957.2 RESOLVED: that an update on recent recruitment and vacancies from the Town Clerk was received

Proposed by Councillor C Godolphin
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.957.3 RESOLVED: that ILM level 2 training for the Events Manager was approved, and the associated expenditure £247.50 was authorised, to be taken from the Staff Training budget

Proposed by Councillor C Godolphin
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.957.4 RESOLVED: that the appointment of a Temporary Freelance Engagement Assistant was approved, and the associated expenditure was authorised

Proposed by Councillor D Wilkins
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.957.5 RESOLVED: that advertising and recruitment for the role of Temporary Freelance Engagement Assistant be delegated to the Town clerk and the HR Assistant was approved; and the associated expenditure was authorised

Proposed by Councillor D Wilkins
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.958 TO RECEIVE AN UPDATE ON STAFFING MATTERS FROM THE TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk gave a verbal update following the updates to job descriptions, and the consultation period. There were a few updates made as part of the discussion and the updated job descriptions needed to be considered for approval.

S.958.2 RESOLVED: that an update on staffing matters from the Town Clerk was received. The updated Job Description for the Engagement Officer with the addition of "Councillors", where working with external organisations; the updated Job

Description for the Amenities and Projects Officer; and the updated Job Description for the Amenities Manager; were approved

Proposed by Councillor Z Fox
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.959 TO CONSIDER A REVISED PAYROLL DATE FOR DECEMBER 2022, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk informed members that the normal monthly pay date for wages was the 25th of the month and advised that it be brought forward for December, in the event of any issues, and staff not receiving their wages until the new year.

S.959.2 RESOLVED: that the revised payroll date for December be 19th December; was approved

Proposed by Councillor C Godolphin
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

S.960 TO RECEIVE DRAFT STAFF CONTRACT TEMPLATE FOR STAFF AND AGREE ACTION

Lousie Cantrill informed members that the new draft contract would be for all employees, but with different input details relative to their position; and that there was to be consultations with all staff regarding the new contract.

S.960.2 RESOLVED: that the draft Staff Contract template for Staff, was received and approved

Proposed by Councillor C Godolphin
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 11.39 am.

SIGNED BY THE CHAIRMAN.....

DATE