

Agenda



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

COMMITTEE:

To all Members of the Staffing Committee

COUNCILLORS:

**Mrs V Dalley (Chairman), D Wilkins (Vice-Chairman), Ms Z Fox,
C Godolphin, C Lawrence, M Williams**

I HEREBY SUMMON YOU TO A MEETING:

of the Staffing Committee

TO BE HELD:

**The Passmore Edwards Building, The Cross, Cross Street, Camborne,
TR14 8HA**

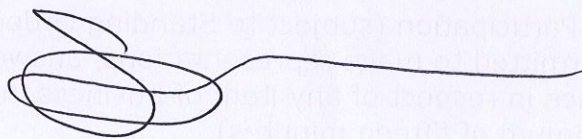
ON:

Wednesday 8th March 2023 at 10.30 am

1. Safety Procedures.
2. To receive apologies for non-attendance.
3. 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.
4. To approve written request(s) for dispensations.
5. Chairman's Announcements.
6. To receive and approve the minutes of the Staffing Committee meeting held on 11th January 2023, for signing by the Chairman.
7. Matters arising, where no substantive item below, for information.
8. 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).
9. To receive a Staffing Income and Expenditure Report to the end of February 2023 and agree action.
10. To receive a Cornwall Pension Fund Newsletter for January 2023, agree action and authorise expenditure.

11. To receive a Cornwall Pension Fund Newsletter for February 2023, agree action and authorise expenditure.
12. To receive a Southwest Councils Newsletter for January 2023, agree action and authorise expenditure.
13. To receive a report from the RFO on underspends for the Staffing Budget for 2022/23 and agree action.
14. 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.
15. To receive the 6 month performance appraisals for the:
 - a) Amenities Technicians
 - b) Amenities Manager
 - c) Administrative Support Officer
 - d) Senior Library Officer
 - e) Committee Support Officer
 - f) Town Clerk
16. To receive a verbal update from the Town Clerk regarding internship within the Engagement and Library Team over the coming months and agree action.
17. To receive a Paternity request from a member of staff and agree action.
18. To receive an update from the HR Assistant on recent recruitment and agree action.
19. To receive a verbal proposal from Skylite Associates Ltd for Management Training and support, agree action and authorise expenditure.
20. To receive a draft Job Advert and Job Description for Library Assistant (Saturdays), agree action and authorise expenditure.
21. To receive a draft Toil Policy and update on policies from Skylite Associates Ltd, agree action and authorise expenditure.
22. To receive an update on staffing matters from the Town Clerk, agree action and authorise expenditure.

Given under my hand this:
1st day of March 2023



Samantha Hughes
Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, and members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.