

# 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 11<sup>th</sup> January 2023 at 10.30 am.**

## PRESENT:

**Councillor V Dalley**

**Chairman**

**Councillor Z Fox**

**Councillor C Lawrence**

**Councillor M Williams**

## IN ATTENDANCE:

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

### S.961

#### **SAFETY PROCEDURES**

The Chairman explained the safety procedures.

### S.962

#### **TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

#### S.962.2

**RESOLVED: that apologies from Councillors C Godolphin and D Wilkins for non-attendance of the meeting of the Staffing Committee held on the 11<sup>th</sup> January 2023 were received**

Proposed by Councillor V Dalley

Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

### S.963

#### **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.964

#### **TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

### S.965

#### **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman wished members a happy new year.

**S.966 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 9<sup>TH</sup> NOVEMBER 2022, FOR SIGNING BY THE CHAIRMAN**

**S.966.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 9<sup>th</sup> November 2022 were received and approved, for signing by the Chairman**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

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

**S.967 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.968 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.969 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF DECEMBER 2022 AND AGREE ACTION**

The Town Clerk informed members that there were a few minor overspends but with some virements she predicted that the year would end on target.

**S.969.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of December 2022 was received**

Proposed by Councillor Z Fox  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**S.970 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR DECEMBER 2022, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.970.2 RESOLVED: that a Cornwall Pension Fund Newsletter for December 2022 was received**

Proposed by Councillor Z Fox  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**S.971 TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FOR NOVEMBER 2022, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.971.2 RESOLVED: that a South-West Council's Newsletter for November 2022, was received**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.972 TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FOR DECEMBER 2022, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.972.2 RESOLVED: that a South-West Council's Newsletter for December 2022, was received**

Proposed by Councillor Z Fox  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**S.973 TO RECEIVE A DRAFT HEALTH AND SAFETY EYE TESTS AND CORRECTIVE APPLIANCES POLICY AND AGREE ACTION**

**S.973.2 RESOLVED: that a draft Health and Safety Eye Tests and Corrective Appliances Policy was received and approved**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.974 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.974.2 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 Z Fox  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**S.975 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON THE STAFF COMMUNICATION DAY AND AGREE ACTION**

The Town Clerk and Skylite Associates informed members of the success of the staff communication day. The staff had been split into

teams and set tasks, to provide a presentation to the panel (consisting of the Town Clerk, Mayor, Deputy Mayor, and Louise Cantrill). The teams had engaged very passionately and produced very comprehensive presentations.

The HR Assistant informed members that she was working on the idea of a regular HR Bulletin, with the involvement of staff. This would be sent to all staff and members; and would generate better communication between everyone.

**S.975.2                   RESOLVED: that a verbal update from the Town Clerk on the Staff Communication Day was received, and the production of a regular HR Bulletin was approved**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.976                    TO CONSIDER THE APPROVAL OF LEAVE ROLLOVER FOR STAFF FROM 2022/2023 TO THE NEXT LEAVE YEAR, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.976.2                RESOLVED: that leave rollover for staff from 2022/2023 (with a maximum of 5 days) to the next leave year was approved**

Proposed by Councillor V Dalley  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**S.977                   TO CONSIDER TRAINING OPPORTUNITIES FOR THE STAFFING COMMITTEE AND STAFF, AGREE ACTION AND AUTHORISE EXPENDITURE**

Members discussed mental health awareness training and how it would be of benefit given the current climate, and that as many people as the course would allow should attend.

**S.977.2                RESOLVED: that information of mental health awareness training was received, the training was approved, and the expenditure was authorised to be taken from the training budgets**

Proposed by Councillor V Dalley  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.978                   TO RECEIVE RECEIVE A VERBAL UPDATE ON THE CONTRACT UPDATES FROM SKYLITE ASSOCIATES AND THE HR ASSISTANT**

**I) TO RECEIVE AN UPDATED DRAFT STAFF CONTRACT AND AGREE ACTION**

The HR Assistant and Louise Cantrell informed members that the contract had been sent to all staff for consultation and there had been one element of the contract that staff had not been in agreement with. This had been discussed and adjusted, and all the staff had now signed the amended contract.

**S.978.2**      **RESOLVED: that verbal reports on the contract updates from Skylite Associates and the HR Assistant were received; and the Staff Contract with the updates, was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.979**      **TO RECEIVE AN UPDATED STAFF HANDBOOK AND AGREE ACTION**

Louise informed members that the Staff Handbook had been updated to reflect the contract changes. It was highlighted that the Handbook needed an additional amendment, as it showed Camborne as still having five wards.

**S.979.2**      **RESOLVED: that the updated Staff Handbook was received, and was approved with the amendments**

Proposed by Councillor Z Fox  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**S.980**      **TO RECEIVE AN UPDATE ON STAFFING MATTERS FROM THE TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE**

Skylite Associates gave a more detailed update on the contract consultation and issues encountered; the Staffing Committee noted these issues.

The Town Clerk also gave an update on the recruitment for the Finance Assistant role and advised there would be interviews taking place in the next few weeks.

**S.980.2**      **RESOLVED: that an update on staffing matters from the Town Clerk, was received**

Proposed by Councillor V Dalley  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

The Town Clerk spoke on the need to recruit for an Administration Assistant, and had spoken with the Administration Department regarding this urgency. This role will provide more support for Planning Meetings and day to day tasking.

**S.980.3 RESOLVED: that the recruitment of an Administrative Assistant (16 hours a week), and the job description for the role were approved; the associated expenditure was authorised to be taken from the recruitment budget**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.980.4 RESOLVED: that an interview panel for the Administrative Assistant role consisting of the Town Clerk, Administrative Support Officer, and Councillor V Dalley, was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**S.980.5 RESOLVED: that the Engagement Assistant (18.5 hours a week) Job Description, the recruitment, and the associated expenditure, be delegated to the Town Clerk, Chairman and Vice Chairman when appropriate; was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**S.980.6 RESOLVED: that the time extension of employment of the Freelance Engagement Assistant (15 hours a week) of one month, and the associated expenditure, was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

The Town Clerk gave a verbal update, and will provide more information as this progresses.

**S.980.7 RESOLVED: that an update on Library Staffing issues, and an Occupational Health Report, were received**

Proposed by Councillor M Williams  
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 11.45 am.

SIGNED BY THE CHAIRMAN.....

DATE .....