

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 Basset Centre, Basset Road, Camborne, TR14 8SL, on Wednesday 12th July 2023 at 10.30 am.

PRESENT:

Councillor V Dalley

Councillor J Ball

Councillor Z Fox

Councillor C Godolphin

Councillor C Lawrence

Councillor M Williams

Chairman

Vice Chairman

IN ATTENDANCE:

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

S.1024

SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.1025

TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.1025.2

RESOLVED: that apologies from Councillor D Wilkins for non-attendance of the meeting of the Staffing Committee held on the 12th July 2023 were received

Proposed by Councillor V Dalley

Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1026

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 declarations of interests from the Town Clerk, HR Assistant and Admin Support Officer regarding their appraisals, they would leave the room when their appraisal was to be addressed.

S.1027

TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.1028 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.1029 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 14TH JUNE 2023, FOR SIGNING BY THE CHAIRMAN

S.1029.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 14th June 2023 were received, approved, and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

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

S.1030 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 14TH JUNE 2023, FOR SIGNING BY THE CHAIRMAN

S.1030.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 14th June 2023 were received, approved, and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

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

S.1031 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.1032 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.1033 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF JUNE 2023 AND AGREE ACTION

The Town Clerk informed members that it was possible that staff training might go over budget but that it would be covered by other cost codes that will be underspent.

Councillor Williams requested an additional column on the report, with 'actual spending in comparison to the budget'. The Town Clerk

informed her that it was not possible as the Town Council's RBS Finance System did not provide that facility, but that the percentages could easily be worked out with the information provided in the report.

S.1033.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of June 2023 was received

Proposed by Councillor C Godolphin
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1034 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JUNE 2023, AGREE ACTION AND AUTHORISE EXPENDITURE

S.1034.2 RESOLVED: that Cornwall Pension Fund Newsletter for June 2023 was received. Councillor Williams to attend the Town & Parish Councils Employer Meeting on September 20th 2023, was approved

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1035 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.1035.2 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.1036 TO RECEIVE A COPY OF THE 2ND INTERNAL HR BULLETIN AND AN UPDATE FROM THE HR ASSISTANT ON THE NEW HR SYSTEM

The HR Assistant informed members that the new HR Software was now live, and staff were starting to input information, and she was expecting the staff to be fully using it in the next couple of months.

S.1036.2 RESOLVED: that a copy of the 2nd internal HR bulletin, and an update from the HR Assistant on the new HR system were received

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1037

TO RECEIVE 6-MONTH APPRAISALS FOR;

- i) Amenities & Projects Officer & Deputy Proper Officer**
- ii) Engagement Officer**
- iii) Amenities Manager**
- iv) Amenities Technicians (3)**
- v) Events Manager**

agree action and authorise expenditure

S.1037.2

RESOLVED: that the 6 month appraisal for the [REDACTED] was received. The Legionella Awareness Training was approved; and the associated expenditure to be taken from Cost Centre 220 cost code 4060 was authorised

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1037.3

RESOLVED: that the 6 month appraisal for the [REDACTED] The ILCA training was approved; and the associated expenditure to be taken from Cost Centre 200 cost code 4060 was authorised

Proposed by Councillor Z Fox
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1037.4

RESOLVED: that the 6 month appraisal for the [REDACTED] was received. The Legionella Awareness, and Health & Safety Awareness training was approved; and the associated expenditure to be taken from Cost Centre 220 cost code 4060 was authorised

Proposed by Councillor Z Fox
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1037.5

RESOLVED: that the 6 month appraisal for [REDACTED] was received. The ROSPA 2, Ride-on Pedestrian Mower, PA1 & PA6, and Machinery Servicing training was approved; and the associated expenditure to be taken from Cost Centre 220 cost code 4060 was authorised

Proposed by Councillor M Williams
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1037.6 **RESOLVED: that the 6 month appraisal for [REDACTED] [REDACTED] was received. The Ride-on Pedestrian Mower, PA1 & PA6, and Hedge Trimmer training was approved; and the associated expenditure to be taken from Cost Centre 220 cost code 4060 was authorised**

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1037.7 **RESOLVED: that the 6 month appraisal for [REDACTED] [REDACTED] was received. The Ride-on Pedestrian Mower, PA1 & PA6, and Hedge Trimmer training was approved; and the associated expenditure to be taken from Cost Centre 220 cost code 4060 was authorised**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1037.8 **RESOLVED: that the 6 month appraisal for [REDACTED] [REDACTED] was received. ILM Level 3, Chapter 8 (Health & Safety, and Public Speaking training was approved; and the associated expenditure to be taken from Cost Centre 200 cost code 4060 was authorised. [REDACTED] be thanked for her hard work, and dedication to the Town Council**

Proposed by Councillor Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1038 **TO RECEIVE 12-MONTH APPRAISALS FOR;**
i) **Town Clerk**
ii) **Committee Support Officer**
iii) **Administrative Support Officer**
iv) **Senior Library Officer**
v) **Amenities Technician (4)**
vi) **Library & Council Support Assistant (3)**
vii) **HR Assistant**
agree action and authorise expenditure.

S.1038.2 **RESOLVED: that the 12 month appraisal for [REDACTED] [REDACTED] was received, 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. ILCA to CILCA, Excel, and Managing Difficult Conversations training was approved; and the associated expenditure to be taken from Cost Centre 200 cost code 4060 was authorised**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

████████ left the room for her appraisal to be discussed.

S.1038.3

RESOLVED: that the 12 month appraisal for ██████████ was received. SLCC First Time Line Managers Training, Managing Difficult Conversations, and ILCA to CILCA training was approved; and the associated expenditure to be taken from Cost Centre 200 cost code 4060 was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

████████ re-entered the meeting.

S.1038.4

RESOLVED: that the 12 month appraisal for ██████████ was received. Mental Health, and Managing Difficult Conversations training was approved; and the associated expenditure to be taken from Cost Centre 240 cost code 4060 was authorised

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1038.5

RESOLVED: that the 12 month appraisal for ██████████ was received, 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. Hedgerow Management, Abrasive Wheels, Hedge Trimmer, and Ride-on Pedestrian Mower training was approved; the cost to be taken from Cost Centre 220 cost code 4000 was authorised and the associated expenditure was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.1038.6

RESOLVED: that the 12 month appraisal for ██████████ was received, 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. Hedge Trimmer, and Ride-on Pedestrian Mower training was approved; the cost to be taken from Cost Centre 220 cost code 4060 was authorised and the associated expenditure was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1038.7

RESOLVED: that the 12 month appraisal for [REDACTED] was received, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 220 Staff Administration 4000 Salaries budget, was authorised. Hedgerow Management, Hedge Trimmer, Chainsaw – Basic Cross Cutting & Felling, and Ride-on Pedestrian Mower training was approved; and the associated expenditure to be taken from Cost Centre 220 cost code 4060 was authorised and the associated expenditure was authorised

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1038.8

RESOLVED: that the 12 month appraisal [REDACTED] was received, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 220 Staff Administration 4000 Salaries budget, was authorised. ROSPA,, Ride-on Pedestrian Mower, and Hedge Trimmer training was approved; and the associated expenditure to be taken from Cost Centre 220 cost code 4060 was authorised

Proposed by Councillor Z Fox
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.1038.9

RESOLVED: that the 12 month appraisal for [REDACTED] was received, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 240 Staff Administration 4000 Salaries budget, was authorised. Mental Health, and Makaton training was approved; and the associated expenditure to be taken from Cost Centre 240 cost code 4060 was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1038.10

RESOLVED: that the 12 month appraisal for [REDACTED] was received, and that a SCP 1-point salary increase, was approved, and the associated expenditure to be taken from, 240 Staff Administration 4000 Salaries budget, was authorised

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1038.11

RESOLVED: that the 12 month appraisal for [REDACTED] was received and noted

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

The [REDACTED] left the meeting for her appraisal to be discussed

S.1038.12

RESOLVED: that the 12 month appraisal for [REDACTED] was received, 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. HR – CIPD Certificate in People Practice training was approved; and the associated expenditure to be taken from the Human Resources Earmarked Reserve was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

The [REDACTED] returned to the meeting.

S.1038.13

RESOLVED: that all the approved pay rises commence on 25th July 2023 was approved

Proposed by Councillor M Williams
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

The [REDACTED] the room for her appraisal to be discussed.
The Administrative Support Officer left the meeting.

S.1038.14

RESOLVED: that the 12 month appraisal for the [REDACTED] was received. The SLCC Annual Conference online and Carbon Literacy Qualification training was approved with thanks for all the hard work; and the associated expenditure to be taken from Cost Centre 200 cost code 4060 was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

The Town Clerk re-entered the meeting.

S.1039 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING LIBRARY RESOURCING, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk reported that the Supervisor position for the library had been filled internally it would commence on 24th July and would be 24.5 hours per week, the balance remaining of 5.5 hours would be offered to the current library staff along with the hours for the successful internal candidate.

S.1039.2 RESOLVED: that a verbal update from the Town Clerk regarding Library resourcing was received

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1040 TO RECEIVE AN UPDATE ON STAFFING MATTERS FROM THE TOWN CLERK AND SKYLITE ASSOCIATES LTD, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk reported that Alec [REDACTED] but that he was [REDACTED]. The Town Clerk would be the assuming the title of RFO, with the assistance of Accountant [REDACTED], [REDACTED] until such time as the role could be filled.

Following the update recently on reviewing the staff structure Skylite Associates reported that SMT have had some initial discussions and that there would be a staff meeting tomorrow to talk about gaps and priorities encouraging getting them involved and also informed on progress with projects, any progress or proposals would be brought back to a later meeting for decision making.

S.1040.2 RESOLVED: that updates on staffing matters from the Town Clerk and Skylite Associates Ltd were received

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 11.32am.

SIGNED BY THE CHAIRMAN.....

DATE

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