

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 14th June 2023 at 10.30 am.

PRESENT:

Councillor V Dalley	Chairman
Councillor J Ball	Vice Chairman
Councillor Z Fox	
Councillor C Godolphin	
Councillor C Lawrence	

IN ATTENDANCE:

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

S.1003 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.1004 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.1004.2 RESOLVED: that apologies from Councillors D Wilkins and M Williams for non-attendance of the meeting of the Staffing Committee held on the 14th June 2023 were received

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1005 TO RECEIVE NOMINATIONS AND APPOINT A CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2023/2024

S.1005.2 RESOLVED: that Councillor V Dalley be appointed as Chairman of the Staffing Committee for the 2023/2024 municipal year, was approved

Proposed by Councillor C Lawrence
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1006 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.1007 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.1008 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.1009 TO RECEIVE NOMINATIONS AND APPOINT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2023/2024

S.1009.2 RESOLVED: that Councillor J Ball be appointed as Vice Chairman of the Staffing Committee for the 2023/2024 municipal year, was approved

Proposed by Councillor V Dalley
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.1010 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 8TH MARCH 2023, FOR SIGNING BY THE CHAIRMAN

S.1010.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 8th March 2023 were received, approved, and signed by the Chairman

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

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

S.1011 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 8TH MARCH 2023, FOR SIGNING BY THE CHAIRMAN

S.1011.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 8th March 2023 were received, approved, and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

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

S.1012 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

Councillor Fox queried the availability of Mental Health Training previously discussed. The Town Clerk informed members that some staff had received some short session on-line training, and that she was still looking into more substantial training.

S.1013 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.1014 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF MAY 2023 AND AGREE ACTION

S.1014.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of May 2023 was received

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

The Chairman took the next three agenda items en-bloc.

**S.1015 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR MARCH 2023, AGREE ACTION AND AUTHORISE EXPENDITURE
TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR APRIL 2023, AGREE ACTION AND AUTHORISE EXPENDITURE
TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR MAY 2023, AGREE ACTION AND AUTHORISE EXPENDITURE**

S.1015.2 RESOLVED: that Cornwall Pension Fund Newsletters for March, April, and May 2023 were received

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

The Chairman took the next two agenda items en-bloc.

**S.1016 TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FOR MARCH 2023, AGREE ACTION AND AUTHORISE EXPENDITURE
TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FOR APRIL 2023, AGREE ACTION AND AUTHORISE EXPENDITURE**

S.1016.2 RESOLVED: that South-West Council's Newsletters for March and April 2023, were received. That Councillors on the Staffing

Committee be e-mailed South West Council's Newsletters when received by the Town Council

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1017 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.1017.2 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 V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1018 TO RECEIVE A COPY OF THE FIRST INTERNAL HR BULLETIN AND AN UPDATE FROM THE HR ASSISTANT ON THE NEW HR SYSTEM

The HR Assistant informed members that the second edition of the HR Bulletins was sent out last week; it contained information on Mental Health Awareness; designated First Aiders; and Safeguarding and Health & safety contacts. The new HR Software had been received and was being rolled out gradually.

S.1018.2 RESOLVED: that a copy of the first 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 C Lawrence

On a vote being taken the matter was approved unanimously.

S.1019 TO RECEIVE A VERBAL UPDATE, AND PAPERWORK FROM SKYLITE ASSOCIATES LTD ON FINANCE RESOURCES AND RECRUITMENT, AGREE ACTION AND AUTHORISE EXPENDITURE

S.1019.2 RESOLVED: that a letter of resignation from [REDACTED], for the RFO position, was received

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1019.3 RESOLVED: that a verbal report form Skylite associates Ltd regarding staffing in the finance department, and appropriate immediate actions, were received

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1019.4 RESOLVED: that an updated Job Description for the Finance Manager role (20 hours a week) was approved, 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.1019.5 RESOLVED: to match and slot ██████████ into the Finance Manager Role (SCP 24), from 25th June 2023, was approved

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1019.6 RESOLVED: that the Town Clerk temporarily take on the legal title of Responsible Finance Officer from the 25th June 2023, and the role being reviewed as part of the upcoming staffing structure review, was approved

Proposed by Councillor C Godolphin
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

S.1019.7 RESOLVED: that an updated job description for the ██████████ with a 1 point increase in SCP from 25th June 2023, was approved

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1020 TO RECEIVE A WRITTEN REPORT FROM THE TOWN CLERK REGARDING LIBRARY RESOURCING, AND A DRAFT JOB DESCRIPTION FOR A LIBRARY SUPERVISOR, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk reported that the maternity cover contracts for two members of staff would end in July, and as the staff member on maternity leave would not be returning it was a good time to address the staffing structure of the Library Service. It had become evident that cover was needed to deputise for the Library Manager, and the 30 hours being covered by temporary staff could be used for a Deputy Manager role. This position would initially be advertised internally.

- S.1020.2** **RESOLVED: that a written report from the Town Clerk regarding Library resourcing, was received**
- Proposed by Councillor C Godolphin
Seconded by Councillor J Ball
- On a vote being taken the matter was approved unanimously.
- S.1020.3** **RESOLVED: that the Library Supervisor Job description and role profile was approved; and the associated expenditure for the role was authorised**
- Proposed by Councillor Z Fox
Seconded by Councillor C Lawrence
- On a vote being taken the matter was approved unanimously.
- S.1020.4** **RESOLVED: that an interview panel for Library Supervisor consisting of, the Library Manager, Engagement Officer and Councillor V Dalley, was approved**
- Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox
- On a vote being taken the matter was approved unanimously.
- S.1020.5** **RESOLVED: that the use of agency staff to cover for the library until permanent recruitment for the role had been achieved, was approved; and the associated expenditure was authorised**
- Proposed by Councillor Z Fox
Seconded by Councillor C Lawrence
- On a vote being taken the matter was approved unanimously.
- S.1021** **TO RECEIVE A VERBAL UPDATE FROM SKYLITE ASSOCIATES LTD ON STAFF WELLBEING AND AGREE ACTION**
- It was suggested that all councillors should receive a copy of the staff handbook, Officer Member Protocol and Code of Conduct.
- S.1021.2** **RESOLVED: that a verbal update from Skylite Associates Ltd on staff wellbeing was received; and that matters of concern with regard to councillor behaviour be further investigated and a report detailing findings be received at the next possible meeting**
- Proposed by Councillor C Godolphin
Seconded by Councillor J Ball
- On a vote being taken the matter was approved unanimously.
- S.1022** **TO RECEIVE AN UPDATED DRAFT TOIL POLICY AGREE ACTION AND AUTHORISE EXPENDITURE**
- S.1022.2** **RESOLVED: that an updated draft Toil Policy was received and approved**

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1023 TO RECEIVE AN UPDATE ON STAFFING MATTERS FROM THE TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE

S.1023.2 RESOLVED: that a recommendation from the Climate Action & Nature Recovery Working Party that, 'Funding and project Development, be incorporated into a future job role, following a future wider staffing review', was approved

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1023.3 RESOLVED: that a resignation letter from the Administrative Assistant was received

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1023.4 RESOLVED: that the revised date for the next Staffing Committee meeting of 12th July 2023, was noted

Proposed by Councillor V Dalley
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 11.16am.

SIGNED BY THE CHAIRMAN.....

DATE

