

**CAMBORNE TOWN COUNCIL  
STAFFING COMMITTEE 2<sup>ND</sup> AUGUST 2016**

MINUTES of the meeting of the Staffing Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Tuesday 2<sup>nd</sup> August 2016 at 10.30am.

PRESENT Councillor S Odgers (Chairman)  
Councillor Mrs V Dalley  
Councillor Ms J Merrick  
Councillor Ms J Robinson  
Councillor Godolphin (ex officio)

In Attendance: Amanda Mugford, Town Clerk and Mr M Allen, Employer Liaison, Cornwall Pension Fund until point mentioned.

The Chairman explained the safety procedures to all present and welcomed Mr Allen to the meeting.

**S.25 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE**

**S.25.2 RESOLVED: that the apologies from Councillor Krey for non-attendance of the meeting of the Staffing Committee held on 2<sup>nd</sup> August 2016 were received**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

**S.26 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 interest.

The Town Clerk declared an interest as a member of the Cornwall Pension Fund; she would not participate in the agenda items relating to the Pension Fund but would remain in the room for the sole purpose of taking the minutes of the meeting.

**S.27 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.28 CHAIRMAN'S ANNOUNCEMENTS**

Introductions were made for the benefit of Mr Allen,

**S.29 TO RECEIVE INFORMATION FROM MR M ALLEN, EMPLOYER LIAISON, CORNWALL PENSION FUND REGARDING EMPLOYER DISCRETIONARY POLICY OPTIONS FOR THE CORNWALL LOCAL GOVERNMENT PENSION SCHEME**

Mr Allen explained that the rules had changed with the move to a career average pension scheme (rather than final salary). There were a number of policies needed under the new regulations; these had been narrowed down to seven discretionary policies for Employers. He was unable to offer legal advice but could provide information on the implications of the policy options. He proceeded to go through each of the seven discretionary policies detailing the possible advantages and disadvantages of each option with the reference to the Cornwall Pension Fund Employer Newsletter April 2014.

Councillors asked numerous questions to clarify their understanding of each of the policies and the implications for the Council and its employees. These were considered within the context of the Council's future expansion as it took responsibility for services devolved from Cornwall Council.

- S.29.2      RESOLVED:                                      that information from Mr M Allen, Employer Liaison, Cornwall Pension Fund regarding Employer Discretionary Policy options for the Cornwall Local Government Pension Scheme was received**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

- S.30              TO APPROVE EMPLOYER DISCRETIONARY POLICIES UNDER THE CORNWALL LOCAL GOVERNMENT PENSION SCHEME**

- S.30.2      RESOLVED:                                      to recommend to Full Council that Camborne Town Council does not contribute to an employee's Additional Voluntary Contributions (Regulation 17)**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

- S.30.3      RESOLVED:                                      to recommend to Full Council that Camborne Town Council does not waive any actuarial reduction for early retirement (Regulation 30 (8))**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

- S.30.4 RESOLVED:** to recommend to Full Council that Camborne Town Council does not "switch on" the 85 Year Rule for early retirement

Proposed by Councillor Ms Merrick  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.30.5 RESOLVED:** to recommend to Full Council that Camborne Town Council does not permit early retirement on compassionate grounds (regulation 30 (5))

Proposed by Councillor Ms Merrick  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved by a majority.

- S.30.6 RESOLVED:** to recommend to Full Council that Camborne Town Council permits flexible retirement on a case by case basis but does not waive any actuarial reduction (Regulation 30 (6))

Proposed by Councillor Ms Robinson  
Seconded by Councillor Odgers

On a vote being taken the motion was approved unanimously.

- S.30.7 RESOLVED:** to recommend to Full Council that Camborne Town Council does not purchase additional pension for an employee (Regulation 31)

Proposed by Councillor Ms Robinson  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.30.8 RESOLVED:** to recommend to Full Council that Camborne Town Council does not extend the 12 month time limit for transfer of service into the Local Government Pension Scheme (Regulation 100)

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

- S.30.9      RESOLVED:**                         **to recommend to Full Council that Camborne Town Council reviews Local Government Pension Scheme Employer Discretionary Policies every 12 months**

Proposed by Councillor Ms Merrick  
Seconded by Councillor Odgers

On a vote being taken the motion was approved unanimously

- S.30.10     RESOLVED:**                         **to recommend to Full Council that all Councillors must receive training on the Local Government Pension Scheme as part of the Council's induction programme or on appointment to the Staffing Committee**

Proposed by Councillor Ms Merrick  
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously

The Chairman thanked Mr Allen for attending and providing such good information. Mr Allen left the meeting.

- S.31         TO RECEIVE A REPORT ON THE REVENUE BUDGET AND EAR MARKED RESERVES FOR THE FINANCIAL YEAR 2016/2017 FOR THOSE COST CENTRES DELEGATED TO THE STAFFING COMMITTEE**

- S.31.2       RESOLVED:**                         **that a report on the revenue budget and ear marked reserves for the financial year 2016/2017 for those cost centres delegated to the Staffing Committee was noted**

Proposed by Councillor Godolphin  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.32         TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING CAMBORNE LIBRARY AND AGREE ANY ACTION**

Councillors considered the ICT options for the move to the library building in conjunction with an email received from the Committee's Vice Chairman, Councillor Krey. All agreed that it was important to facilitate the move to the library so that it was as smooth as

possible as well as achieving value for money. It was also recognised that ICT provision could be reviewed at a future date.

- S.32.2 RESOLVED:** **to provisionally accept Cornwall Council's offer to continue to provide ICT services to the Town Council and to 'lift and shift' existing IT between buildings subject to a service level agreement being put in place to include provision for any software packages needed by Camborne Town Council**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.33 TO CONSIDER OFFICE OPENING HOURS FOR CHRISTMAS 2016 AND MAKE RECOMMENDATIONS TO FULL COUNCIL**

The Town Clerk confirmed that any leave taken over the Christmas period was taken from staff annual leave entitlement, with the exception of bank holidays.

- S.33.2 RESOLVED:** **that Camborne Town Council closes from noon on 23<sup>rd</sup> December 2016 to 2<sup>nd</sup> January 2017 (inclusive); the half day leave on 23<sup>rd</sup> December being the gift of the Council to all staff**

Proposed by Councillor Odgers  
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

**S.34 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.34.2 RESOLVED:** **that the press and public were excluded under the 1960 Public Bodies (Admission to Meetings) Act, due to the confidential nature of the business to be discussed**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

**S.35 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 1<sup>ST</sup> JUNE 2016 AND THE CHAIRMAN TO SIGN THEM**

**S.35.2 RESOLVED:** that the minutes of the meeting of the Staffing Committee held on 1<sup>st</sup> June 2016 were received, approved and signed by the Chairman

Proposed by Councillor Odgers  
Seconded by Councillor Godolphin

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

**S.36 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

The Town Clerk referred to the resolutions made at the previous meeting relating to training and development activities for employees. All training needs identified were being addressed.

**S.37 TO RECEIVE THE ANNUAL PERFORMANCE APPRAISALS FOR THE**

- a) HANDYMAN**
- b) AMENITIES AND PROJECTS OFFICER**
- c) ADMINISTRATIVE ASSISTANT**
- d) TOWN CLERK**

**S.37.2 RESOLVED:** that annual performance appraisal for the Handyman was noted

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously.

**S.37.3 RESOLVED:** that annual performance appraisal for the Amenities and Projects Officer was noted

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.37.4 RESOLVED:** that annual performance appraisal for the Administrative Assistant was noted

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously.

**S.37.5 RESOLVED: that annual performance appraisal for the Town Clerk was noted**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

**S.37.6 RESOLVED: that all the annual performance appraisals were received and that the members of staff were all thanked for their excellent work and for going over and above the call of duty**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously.

Councillor Mrs Dalley left the room at 12.24pm and re-entered at 12.26pm.

**S.38 TO CONSIDER THE TRAINING AND DEVELOPMENT NEEDS OF THE**

- a) HANDYMAN**
- b) AMENITIES AND PROJECTS OFFICER**
- c) ADMINISTRATIVE ASSISTANT**
- d) TOWN CLERK**

**AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

**S.38.2 RESOLVED: that the training and development needs of the Handyman were noted and that no action was currently required**

Proposed by Councillor Godolphin  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.38.3 RESOLVED: that the training and development needs of the Amenities and Projects Officer were noted and that no additional action was currently required**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

- S.38.4      RESOLVED:                                  that the provision of Planning training for the Administrative Assistant was approved and the associated expenditure authorised**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

There was a discussion about the work generated by the devolution of services and transfer of assets from Cornwall Council. The Chairman commented that targets set for the Town Clerk were in many cases unachievable, particularly as progress on devolution projects largely depended on Cornwall Council.

- S.38.5      RESOLVED:                                  to extend the meeting until the completion of all business on the agenda**

Proposed by Councillor Godolphin  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.38.6      RESOLVED:                                  to approve the provision of Strategic Planning/Business Planning training for the Town Clerk with delegated authority given to the Town Clerk, Chairman and Vice Chairman to agree arrangements and authorise associated expenditure**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.39      TO CONSIDER THE TERMS AND CONDITIONS OF EMPLOYMENT OF THE**

- a) Handyman**
- b) Amenities and Projects Officer**
- c) Administrative Assistant**
- d) Town Clerk**

**agree action and authorise expenditure accordingly**



- S.39.2 RESOLVED: that the Handyman be remunerated at SCP16 from 25<sup>th</sup> August 2016**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously.

- S.39.3 RESOLVED: that the Amenities & Projects Officer be remunerated at SCP25 from 25<sup>th</sup> August 2016**

Proposed by Councillor Odgers  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

- S.39.4 RESOLVED: that the Administrative Assistant be remunerated at SCP16 from 25<sup>th</sup> August 2016**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

- S.39.5 RESOLVED: that the Administrative Assistant be permanently employed for 37.5 hours a week**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers

On a vote being taken the motion was approved unanimously.

The Town Clerk requested no changes to her pay and conditions before leaving the room.

- S.39.6 RESOLVED: that the Town Clerk be remunerated at SCP51 in recognition of her quality work over 12-18 months including being only the second Council in Cornwall to achieve Quality Council status**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

The Town Clerk re-entered the room. There was a discussion about the huge changes to the Council's work since the Root & Branch

Review was undertaken in 2014.

- S.39.7 RESOLVED:** to recommend to Full Council that there be a full review of the Council's staffing structure to include roles and responsibilities following agreement of both the Library devolution and green spaces devolution packages

Proposed by Councillor Ms Robinson  
Seconded by Councillor Odgers

On a vote being taken the motion was approved unanimously.

- S.40 TO RECEIVE A VERBAL PROGRESS REPORT FROM THE TOWN CLERK ON THE OFFICE SERVICES MANAGER, CONSIDER ANY TRAINING AND DEVELOPMENT NEEDS, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

- S.40.2 RESOLVED:** that a verbal progress report from the Town Clerk on the Office Services Manager was received, that appropriate action by the Town Clerk in conjunction with the Chairman and Vice Chairman was supported and associated expenditure authorised

Proposed by Councillor Odgers  
Seconded by Councillor Ms Robinson.

On a vote being taken the motion was approved unanimously.

Councillor Ms Robinson left the meeting at 1.25pm

- S.41 TO RECEIVE AN UPDATE ON THE POST OF AMENITIES TECHNICIAN, CONSIDER ANY TRAINING REQUIREMENTS AND AUTHORISE EXPENDITURE ACCORDINGLY**

- S.41.2 RESOLVED:** that an update on the post of Amenities Technician was received and associated expenditure for training was authorised

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

- S.42 TO RECEIVE A RECOMMENDATION FROM COUNCILLOR ROBERT WEBBER AS THE APPRAISER FOR THE TOWN CLERK**

**'ON LOOKING AT THE OBJECTIVES SET FOR THE TOWN CLERK IN THE COMING YEAR REGARDING DEVOLVED SERVICES AND PRACTICAL IMPLEMENTATION, A NUMBER OF PIECES OF WORK WHICH ARE TIME CRITICAL HAVE BEEN IDENTIFIED. TARGET DATES HAVE BEEN INCLUDED IN THE APPRAISAL WHICH ARE VERY CHALLENGING AND THE TOWN CLERK AND MYSELF ARE IN AGREEMENT THAT ADDITIONAL RESOURCES WOULD BE NECESSARY TO ACHIEVE THESE OBJECTIVES. THIS IS ESSENTIAL TO ENSURE THE COUNCIL MEETS ITS CORPORATE OBJECTIVES IN THE NEXT SIX TO TWELVE MONTHS'.  
AND AGREE ANY ACTION AS APPROPRIATE**

Councillor Mrs Dalley was concerned about the time critical element of devolution projects; there was a short time frame and it would not be possible to complete all the projects to meet deadlines without external help. The Chairman agreed saying it was an issue for all Town and Parish Councils – Cornwall Council had failed to consider the full implications of devolution for towns and parishes.

**S.42.2 RESOLVED: that a recommendation from Councillor Robert Webber as the appraiser for the Town Clerk was received and it was recommended to Full Council that external consultants were employed to complete discrete pieces of work associated with devolution; expenditure to be authorised from the Devolved Services budget**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

There being no further business the Chairman closed the meeting at 1.40pm.

SIGNED BY THE CHAIRMAN.....

DATE .....