

**CAMBORNE TOWN COUNCIL
STAFFING COMMITTEE 13th DECEMBER 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 13th December 2016 at 10.30am

PRESENT Councillor S Odgers (Chairman)
Councillor Krey (Vice Chairman)
Councillor Mrs V Dalley
Councillor Godolphin (ex officio)

In Attendance: Amanda Mugford, Town Clerk.

The Chairman explained the safety procedures to all present.

S.81 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

S.81.2 RESOLVED to receive and approve apologies from Councillors Ms Merrick and Ms Robinson for non- attendance of the Staffing Committee meeting held on 13th December 2016

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

S.82 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.

S.83 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.84 CHAIRMAN'S ANNOUNCEMENTS

The Chairman gave information about the Employment Law seminar on Discrimination that he had attended with the Town Clerk the previous week. The seminar had covered all aspects of discrimination and had included topics like flexible working and maternity leave. The solicitors had used various Court judgements to illustrate the interpretation of the law. It had been a very worthwhile seminar but had reinforced the importance of good legal advice.

S.85 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 17TH NOVEMBER 2016

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- S.85.2 RESOLVED** **to receive and approve the minutes of the Staffing Committee meeting held on 17th November 2016**

Proposed by Councillor Krey
Seconded by Councillor Mrs Dalley

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

- S.86 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising

- S.87 TO RECEIVE A REPORT FROM THE TOWN CLERK ON THE CAMBORNE TOWN COUNCIL REVENUE BUDGET 2017/2018**

The Town Clerk summarised the contents of her report including the context of this year's budget setting process and the core principles that had informed the draft budget. The only changes to existing budgets controlled by the Staffing Committee were those which related to salaries, National Insurance Contributions and Employer's pension contributions.

- S.87.2 RESOLVED:** **to receive the report from the Town Clerk on the Camborne Town Council Revenue Budget 2017/2018**

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

- S.88 TO RECEIVE THE RECOMMENDATIONS FROM THE STRATEGIC BUDGET WORKING PARTY FOR THE STAFFING REVENUE BUDGET 2017/2018**

The Committee considered the recommendations from the Strategic Budget Working Party detailed on the Spreadsheet. It was noted that some funding had been allocated for Committee Support as had been requested.

- S.88.2 RESOLVED:** **to receive the recommendations from the Strategic Budget Working Party for the Staffing Revenue Budget 2017/2018**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

S.89 TO AGREE THE STAFFING REVENUE BUDGET FOR 2017/2018 AND MAKE RECOMMENDATIONS TO THE FINANCE AND GENERAL PURPOSES COMMITTEE ACCORDINGLY

The Chairman considered the budget against the report that had previously been received from the Town Clerk. It was agreed that the Staffing Contingency budget had been invaluable during the 2016/2017 and should not be changed. There was some discussion regarding the adequacy of the Job Vacancies Recruitment budget considering the cost of advertising in the local paper. It was noted that a sum had been included in the Devolved Services Green Spaces budget for recruitment to new posts.

The Chairman was concerned that training costs would be higher in 2017/2018 due to the transfer of services from Cornwall Council and the Local Government elections. Councillors considered the allocations for training that had been included in the Devolved Services budget for green spaces and the library against likely future training needs. It was acknowledged that there might be a greater need for training for both Councillors and employees in the next financial year; however, given the probable extension of referendum principles, the Committee could not recommend an increase to the training budgets.

- S.89.2 RESOLVED:** **to agree the Staffing Revenue Budget for 2017/2018 as recommended by the Strategic Budget Working Party and to recommend it to the Finance & General Purposes Committee without any changes**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously

The Chairman commented on the recent national developments regarding greater flexibility on the precept.

S.90 TO REVIEW EARMARKED RESERVES AND MAKE RECOMMENDATIONS TO THE FINANCE & GENERAL PURPOSES COMMITTEE ACCORDINGLY

Councillors noted the level of the Human Resources Earmarked reserve and estimated expenditure from Staffing Committee budgets during 2016/2017.

- S.90.2 RESOLVED** **to recommend to the Finance & General Purposes Committee that any funds remaining in the Staffing Contingency, Staff Training, Members' Training and Health & Safety Revenue Budgets**

**at the close of the 2016/2017
financial year be transferred to
the Human Resources Earmarked
Reserve**

Proposed by Councillor Krey
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.91 TO RECEIVE THE ANNUAL GENERAL RISK ASSESSMENT
REPORT FROM ELLIS WHITTAM, AGREE ACTION AND
AUTHORISE ANY ASSOCIATED EXPENDITURE**

Councillors considered the Executive Summary of the General Risk Assessment and were pleased to note the comments regarding the good systems and positive Health & Safety culture found to be in place throughout the Council. It was agreed that this provided an excellent base to take on responsibilities for new services through devolution.

The Town Clerk detailed the actions taken, or in progress, for each item identified on the Safety Action Plan as follows:

- Material Safety Data sheets (MSDS) were in the process of being reviewed; this work would be completed by the target date of 18th January 2017;
- The domestic extension ladder would need to be disposed of as could not be used. No replacement was needed as the Council already owned and used an industrial ladder;
- Display Screen Equipment (DSE) assessments for each workstation would be completed by the target date of 18th January 2016;
- There had been two portable electrical devices without PAT test records; one was a brand new sander, the other was an antiquated piece of equipment that was never used which had been disposed;
- Records of lighting tests were now being kept;
- Noise Risk Assessments had been completed
- Vibration Risk Assessments would be completed as new equipment was purchased (devolution);
- Mr Dodd had taken responsibility for completing the fire log book following Mr Summers' retirement;
- The Lone Working Risk assessments would be reviewed to ensure inclusion of all safety practices;
- Stress training for Councillors would be arranged following the formation of the new Council in May 2017.

S.91.2 RESOLVED to approve the disposal of the domestic extension ladder; that it should be offered to employees and Councillors (for domestic use

**only) at the purchase cost of £1
with a name to be drawn from a
hat if necessary**

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

In response to a query from Councillor Godolphin, the Town Clerk confirmed certain staff were trained in First Aid.

- S.91.3 RESOLVED to receive the annual General Risk Assessment report from Ellis Whittam as an excellent endorsement of the work of the Town Clerk and all members of staff**

Proposed by Councillor Odgers
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

- S.92 TO APPROVE THE INTERVIEW FORMAT FOR THE RECRUITMENT AND SELECTION OF FINANCE & ADMINISTRATION OFFICER (s.76.2).**

Councillors considered the proposed interview questions and format against the requirements of the post.

- S.92.2 RESOLVED to approve the interview format for the recruitment and selection of Finance & Administration Officer**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.93 TO APPROVE ATTENDANCE AT THE LOCAL COUNCIL ADVISORY SERVICE ANNUAL SEMINAR ON 15TH FEBRUARY 2017 AND AUTHORISE EXPENDITURE ACCORDINGLY.**

- S.93.2 RESOLVED to approve the attendance of Mr Webb and Mr Dodd at the Local Council Advisory Service Annual Seminar on 15th February 2017 with expenditure authorised from the Staff Training budget**

Proposed by Councillor Odgers
Seconded by Councillor Krey

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On a vote being taken the motion was approved unanimously.

S.94 TO APPROVE ATTENDANCE AT THE LGPS PRACTITIONER AND EMPLOYER WORKSHOP 'UNDERSTANDING...THE EMPLOYER ROLE' ON 11TH APRIL 2017 AND AUTHORISE EXPENDITURE ACCORDINGLY

S.94.2 RESOLVED to approve the attendance of the Town Clerk at the LGPS Practitioner and Employer Workshop 'Understanding...The Employer Role' on 11th April 2017 with expenditure authorised from the Staff Training budget

Proposed by Councillor Mrs Dalley
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

There being no further business the Chairman closed the meeting at 11.24am and wished everyone a Merry Christmas.

SIGNED BY THE CHAIRMAN.....

DATE