

CAMBORNE TOWN COUNCIL

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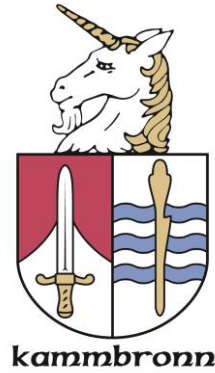
Council Offices –

The Basset Centre, Basset Road, Camborne TR14 8SL

Telephone: 01209 612406

email: cambornetc@cornwall.gov.uk

web site www.camborne-tc.gov.uk



To all members of the Staffing Committee.

Councillors: Mrs V Dalley (Chairman), C Godolphin (Vice Chairman),
M Champion, J P Collins, Z Fox, M Pearce, G Winter.

I hereby summon you to a meeting of the Staffing Committee to be held
in the Clerk's Office, The Basset Centre, Basset Road, Camborne, on
Wednesday 13th December 2017 at 10.00am.

AGENDA

1. Safety Procedures.
2. To receive apologies for non-attendance.
3. 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.
4. To approve written request(s) for dispensations.
5. Chairman's Announcements.
6. To receive and approve the minutes of the meeting of the Staffing Committee held on the 15th November 2017.
7. Matters arising, where no substantive item below, for information only.
8. To receive the current net position by code of the Staffing Revenue Budget 2017/2018, note committed expenditure to date and agree any appropriate action.
9. To receive the General Risk Assessment Report on Health, Safety and Welfare from Ellis Whittam, agree action and authorise associated expenditure accordingly.
10. To receive the Fire Risk Assessment report for Unit 5 Carn Brea Business Park from KBM Fire Safety Services approve action and authorise associated expenditure accordingly.
11. To receive correspondence from Camborne Community Centre and Llawnroc Parking

Services regarding parking provision at the Passmore Edwards Building, approve action and authorise associated expenditure.

12. To receive the South West Councils Application for Employment – Monitoring Form and approve action.
13. To authorise the purchase of licences for Ellis Whittam on line Health and Safety Training for all new members of staff.
14. To receive the South west councils Newsletters for November and December 2017 (including the National Employers for Local Government Services Pay Offer) and approve action.
15. To review and approve the Annual Leave Policy.
16. To review and approve the Time Off for Public Duties Policy.
17. To review and approve the Whistleblowing Policy.
18. To review and approve the Health and Safety Policy on Eye Tests and Corrective Appliances.
19. To review and approve the Training and Development Policy.
20. 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.
21. To receive the Six Month Review for the Finance and Administration Officer and agree any appropriate action
22. To consider the training and development needs of the
 - a) Finance and Administration Officer
 - b) Committee Support Officeragree action and authorise expenditure accordingly
23. To consider a request from the Amenities and Projects Officer to grant compassionate leave of absence for a member of the Amenities Team.
24. To receive a verbal update from the Town Clerk regarding absence management.

Given under my hand this 7th day of December 2017

Amanda Mugford
Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

*Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.*