

**CAMBORNE TOWN COUNCIL  
STAFFING COMMITTEE 1<sup>st</sup> FEBRUARY 2018**

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 1<sup>st</sup> February 2018 at 10.30am

PRESENT Councillor Mrs V Dalley (Chairman)  
Councillor C Godolphin (Vice Chairman)  
Councillor M Champion  
Councillor J Collins  
Councillor M Pearce  
Councillor G Winter

In Attendance: Alec Webb, Acting Proper Officer; Samantha Hughes, Acting Responsible Financial Officer; Janet Ritchie, Committee Support Officer.

The Chairman explained the safety procedures to all present.

**S.202 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

No apologies were received.

**S.203 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**

Councillor Winter declared interest in item 16 as a likely candidate for recruitment is known to him.

**S.204 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.205 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.206 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 13<sup>th</sup> DECEMBER 2018 AND THE CHAIRMAN TO SIGN THEM**

**S.206.2 RESOLVED that the minutes of the Staffing Committee meeting held on 13<sup>th</sup> December 2018 were received, approved and signed by the Chairman**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor J Collins

On a vote being taken the motion was approved unanimously.

**S.207                    MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.208                    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**

The Finance & Administration Officer presented the Staffing Budget up to 31<sup>st</sup> December 2017, with recommendations to

- a) vire funds from the staff contingency budget to cover expenditure already agreed for increase in salaries and on-costs (S169.6, S169.7) and for health and safety equipment to the Health & Safety Budget (code 35), Amenities Salaries Budget (code 102) and Amenities NIC Budget (code 103). A sum of £500 for each was recommended.
- b) available funds at close of 2017/18 from Staff Contingency (code 9) and Job Vacancies (code 19) to be transferred to the HR earmarked reserve; and that funds remaining in Salaries & Pensions Admin (code 106), Committee Support (107), Staff Training (code 33) and Health & Safety (code 35) to be transferred to the Green Spaces, Library and Community Engagement earmarked reserve.

<b>S.208.2</b>	<b>RESOLVED</b>	<b>that the current net position by code of the Staffing Revenue Budget 2017/18 was received, committed expenditure to date was noted and to vire £1,500 from Staff Contingency to Amenities Salaries £500, Amenities NIC £500 and Health &amp; Safety £500</b>
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Proposed by Councillor Godolphin  
Seconded by Councillor Mrs V Dalley

On a vote being taken the motion was approved unanimously.

<b>S.208.3</b>	<b>RESOLVED</b>	<b>to recommend to the Finance &amp; General Purposes Committee that any funds from Staff Contingency and Job Vacancies at close of 2017/18 be transferred to the Human Resources Earmarked Reserve and that any funds from Salaries &amp; Pensions Admin, Staff Training, Committee Support and Health and Safety at close of 2017/18 be transferred to the Green Spaces, Library and Consultation and Community Engagement</b>
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**was received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Champion

On a vote being taken the motion was carried unanimously.

**S.212 TO RECEIVE THE SOUTH WEST COUNCILS NEWSLETTER FOR JANUARY 2018 AND AGREE ANY ACTION**

**S.212.2 RESOLVED that the South West Councils Newsletter for January 2018 was received with no further action required**

Proposed by Councillor Godolphin  
Seconded by Councillor Collins

On a vote being taken the motion was carried unanimously.

**S.213 TO REVIEW AND APPROVE THE LONE WORKING POLICY**

**S.213.2 RESOLVED that the Lone Working Policy was received and approved**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Champion

On a vote being taken the motion was carried unanimously.

**S.214 TO RECEIVE A VERBAL UPDATE FROM AMENITIES & PROJECTS OFFICER ON THE PROVISION OF PARKING AT THE PASSMORE EDWARDS BUILDING BY LLAWNROC PARKING SERVICES**

The Amenities & Projects Officer reported that Llawanroc Parking Services are satisfied with the arrangements made to date. The meeting were shown sample parking permits for Councillors, Town Council Staff and Library Staff; the format to be agreed with Llawanroc.

**S.214.2 RESOLVED that the verbal update from the Amenities & Projects Officer on the provision of parking at the Passmore Edwards Building by Llawanroc Parking Services was received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Collins

On a vote being taken the motion was carried unanimously.

**S.215 TO RECEIVE A VERBAL UPDATE FROM THE ACTING PROPER OFFICER ON THE LIBRARY STAFF TUPE PROCESS, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

The Acting Proper Officer explained the arrangements in hand for three Cornwall Council Library staff to transfer across under TUPE rules. The Chairman and the Acting Proper Officer are scheduled to attend an informal meeting with the Library staff on 5<sup>th</sup> February for further discussions.

**S.215.2 RESOLVED that the verbal update from the Acting Proper Officer on the Library staff TUPE process was received with no further action required**

Proposed by Councillor Godolphin  
Seconded by Councillor Winter

On a vote being taken the motion was carried unanimously.

**Councillor Winter left the meeting.**

**S.216 TO APPROVE A PROCESS AND TIMEFRAME FOR RECRUITMENT IN RELATION TO THE REMAINING LIBRARY ASSISTANT POSITION IN ACCORDANCE WITH THE COUNCIL'S RECRUITMENT POLICY, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

The Acting Responsible Finance Officer explained the recruitment process for the fourth library post but that it would cover more than one person if not all the Cornwall Council employees were to TUPE across. There was some discussion on how soon recruitment should begin; the agreement being that commencement by mid-March would allow enough time to cover recruitment.

**S.216.2 RESOLVED that a process and timeframe for recruitment in relation to the remaining Library Assistant position, in accordance with the Council's recruitment policy, and all associated expenditure, was approved**

Proposed by Councillor Collins  
Seconded by Councillor Champion

On a vote being taken the motion was carried unanimously.

**Councillor Winter re-entered the meeting.**

**S.217 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**



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purchase a set of four books on Financial Management and "Local Councils Explained" from the Staff Training Budget.

- S.219.2 RESOLVED** that the training and development needs of the  
a) Finance & Administration Officer;  
b) Committee Support Officer and  
c) Amenities Technicians  
were noted; ongoing actions agreed.

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Godolphin

On a vote being taken the motion was carried unanimously.

- S.219.3 RESOLVED** that the purchase of a set of books on Financial Management and "Local Councils Explained" be approved, with associated costs to come from the Staff Training Budget (CC33).

Proposed by Councillor Collins  
Seconded by Councillor Godolphin

On a vote being taken the motion was carried unanimously.

- S.220 TO RECEIVE A VERBAL UPDATE FROM THE COMMITTEE CHAIRMAN ON THE PROGRESS OF THE TOWN CLERK**

The Chairman reported that the Clerk is progressing well and that she will continue to keep in contact. Councillor Godolphin asked the Chairman to convey the Committee's good wishes to the Town Clerk.

- S.220.2 RESOLVED** that a verbal update from the Committee Chairman on the progress of the Town Clerk was received and that the Chairman would convey the Committee's good wishes to the Town Clerk.

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Pearce

On a vote being taken the motion was carried unanimously.

There being no further business the Chairman closed the meeting at 11.12 am.

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SIGNED BY THE CHAIRMAN.....

DATE .....