

**CAMBORNE TOWN COUNCIL  
STAFFING COMMITTEE 7<sup>th</sup> FEBRUARY 2017**

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 7<sup>th</sup> February 2017 at 10.30am

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

In Attendance: Amanda Mugford, Town Clerk.

The Chairman explained the safety procedures to all present.

**S.95 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE**

**S.95.2 RESOLVED to receive and approve apologies from Councillor Godolphin for non- attendance of the Staffing Committee meeting held on 7<sup>th</sup> February 2017**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

No apologies had been received from Councillors Ms Merrick and Ms Robinson.

**S.96 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.97 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.98 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made no announcements

**S.99 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 13<sup>TH</sup> DECEMBER 2016**

**S.99.2 RESOLVED to receive and approve the minutes of the Staffing Committee meeting held on 13<sup>th</sup> December 2016**

Proposed by Councillor Krey

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Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.100            MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW,  
FOR INFORMATION ONLY**

Reference S.94.2; the Town Clerk informed the Committee that the LGPS Workshop had been fully booked so her name had been placed on a waiting list for the next course.

**S.101            TO RECEIVE A REPORT FROM THE TOWN CLERK ON THE  
STAFFING COMMITTEE REVENUE BUDGET 2016/2017**

The Town Clerk referred to her report and highlighted the current year to date position and the estimated projected spend for each budget at the end of the year.

**S.101.2        RESOLVED:    to authorise the use of the Staff  
Contingency budget to make up  
the shortfall in the Job  
Vacancies Recruitment budget  
to meet the advertising cost for  
the Finance & Administration  
Officer vacancy.**

Proposed by Councillor Krey  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.101.3        RESOLVED:    to authorise the use of the  
Members Travel budget to make  
up any shortfall the Staff Travel  
budget**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

The Town Clerk commented that the budget responsibilities for the Staffing Committee were unclear due to the Committee only having been formed in 2016. Although Standing Orders detailed the Committee's remit, budget responsibilities had not been clearly defined.

**S.101.4        RESOLVED:    to request that the Corporate  
Governance Working Group  
review the Terms of Reference  
for the Staffing Committee  
including budget responsibilities  
and make recommendations to**

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**Full Council accordingly.**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

Budget heads for 'salaries and related costs' were reviewed; the shortfall in the budget for Finance & Administration superannuation contributions was noted.

**S.101.5 RESOLVED: to receive the report on the Staffing Committee revenue budget 2016/2017.**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

**S.102 TO CONSIDER A TRAINING PROGRAMME FOR COUNCILLORS FOLLOWING THE LOCAL GOVERNMENT ELECTIONS ON 4<sup>TH</sup> MAY 2017, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Committee considered the induction pack that had been produced by the Cornwall Association of Local Councils (CALC) and agreed it would be a very useful document for new Councillors. The Town Clerk explained that the induction pack would need to be populated with the information relative to Camborne Town Council.

**S.102.2 RESOLVED: to adopt the Cornwall Association of Local Councils Induction Pack for New Councillors and 'What is a Town or Parish Council?' document**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

Councillors considered the knowledge needed for good decision making and the recommendations of other Committees. It was agreed that it was vital for all Councillors to have a good understanding of the entire parish and not just the town.

**S.102.3 RESOLVED: to provide a bus tour of the parish for all Councillors to take place in an evening to be determined**

Proposed by Councillor Mrs Dalley

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Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

- S.102.4 RESOLVED: to provide a tour of the Passmore Edwards library building; that the tour should be mandatory for all Councillors and arranged to take place in an evening to be determined.**

Proposed by Councillor Mrs Dalley

Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

- S.102.5 RESOLVED: to arrange a tour of the CCTV monitoring suite at the Cornwall Fire & Rescue Service Centre at Tolvaddon for all Councillors on the Amenities Committee with an invitation to all other Councillors to attend**

Proposed by Councillor Odgers

Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

There was a discussion about the need for Health and Safety training and the various options regarding training providers. The Town Clerk had discussed this training need with the County Executive Officer who had suggested that the Council's Health and Safety consultants might provide a good solution.

- S.102.6 RESOLVED: to approach Ellis Whittam and Cornwall Council to provide bespoke Health and Safety training for a maximum duration of three hours for all Councillors.**

Proposed by Councillor Krey

Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

There was a detailed debate about the knowledge and skills needed to enable Councillors to perform their role well. It was agreed that an Introduction to Finance would be very beneficial and that such training should include Council Tax/the Precept, Audit requirements, internal controls, the difference between capital and revenue and a basic introduction to VAT. The Town Clerk had consulted both Cornwall Council and the Cornwall

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Association of Local Councils regarding training provision and shared the information that had been provided by both. Councillors considered the best format for delivering the training as well as the timing.

- S.102.7 RESOLVED:** **to provide a training day from 10am to 4pm, including a light lunch, on a Saturday in May 2017; content of the day to include a brief introduction to Camborne Town Council by the Town Clerk, Code of Conduct Training, an Introduction to Finance and Chairmanship training to be provided by the Cornwall Association of Local Councils at a venue to be decided and the associated expenditure was authorised.**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

Councillor Mrs Dalley stressed the importance of training provision as an investment in the Council; Councillor Krey agreed and thought that it might help attract more people to the role.

- S.102.8 RESOLVED:** **to purchase e-learning licences from Cornwall Council for all Councillors at the cost of £10 per head with expenditure authorised from the Member training budget.**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously

- S.102.9 RESOLVED:** **to recommend to Full Council that any costs associated with the provision of Member induction training in excess of the Member training budget 2017/2018 should be met from an appropriate Earmarked Reserve.**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

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- S.102.10 RESOLVED:** **to approve mandatory Planning training to be provided by Cornwall Council for Planning & Development Committee members and authorise associated expenditure.**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

- S.102.11 RESOLVED:** **that any Councillor appointed to undertake a performance appraisal must first have received appraisal training provided by the Council.**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.102.12 RESOLVED:** **to recommend to Full Council that it renews its membership of South West Councils.**

Proposed by Councillor Krey  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.103 TO CONSIDER A TIMEFRAME FOR RECRUITMENT OF STAFF TO DELIVER SERVICES FOR DEVOLVED GREEN SPACES AND AGREE ACTION ACCORDINGLY.**

The Town Clerk referred to a recommendation of the Public Estate and Devolution Working Group that would be received on 9<sup>th</sup> February that the Staffing Committee make arrangements to recruit the staff needed to provide services for devolved green spaces. Councillors considered the estimated timeframe for completion of transfer within the context of other important parameters which included the local government elections on 4<sup>th</sup> May 2017, date of the Annual Meeting, appointment of Standing Committees and potential impact on recruitment and selection processes.

Councillors recognised a need to proceed with the recruitment process as soon as possible, although noted that the Council could sub-contract should there be any gap between the transfer of sites and the employment of new staff.

- S.103.2 RESOLVED:** **to recommend to Full Council/ the Finance & General Purposes**

**Committee that it authorises expenditure from the Devolved Services Green Spaces budget for the recruitment of employees to deliver green space services.**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

The Town Clerk had discussed staffing needs with the Amenities and Projects Officer who had recommended that the Council recruit two Amenities Technicians, in the first instance, to deliver green space services

**S.103.3 RESOLVED: to approve the recruitment of two Amenities Technicians using the existing job description and person specification for the delivery of devolved green space services.**

Proposed by Councillor Krey  
Seconded by Councillor Odgers

On a vote being taken the motion was approved unanimously.

The Town Clerk commented that the start date for employment could be determined once the timeframe for completion of transfer was clearer.

**S.104 TO APPROVE DBS (CRB) CHECKS FOR CAMBORNE TOWN COUNCIL STAFF, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

Councillors agreed that Safeguarding would be increasingly important given the new responsibilities that the Council was taking on through devolution. The Town Clerk advised that there was no provision for this expenditure in the 2016/2017 revenue budget

**S.104.2 RESOLVED that DBS checks should be carried out for all Camborne Town Council employees**

Proposed by Councillor Krey  
Seconded by Councillor Odgers

On a vote being taken the motion was approved unanimously.

**S.104.3 RESOLVED that all appointments of Camborne Town Council staff**

**must be subject to a satisfactory  
DBS check as policy**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.104.4 RESOLVED** **that expenditure for DBS checks was authorised to be met initially from the 2017/2018 Health and Safety budget but to recommend that the Council consider establishing a dedicated Safeguarding budget as part of the budget process for 2018/2019**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

- S.105 TO APPROVE THE ANNUAL REGULATORY REFORM (FIRE SAFETY) ORDER 2005 RISK ASSESSMENT FOR UNIT 5 CARN BREA BUSINESS PARK, TR15 3RQ, AND AUTHORISE ASSOCIATED EXPENDITURE**

- S.105.2 RESOLVED** **to approve contracting KBM Fire Safety Services to undertake the Annual Regulatory Reform (Fire Safety) Order 2005 Risk Assessment for Unit 5 Carn Brea Business Park, TR15, 3RQ; the expenditure was authorised from the Health and Safety budget**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

- S.106 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.106.2 RESOLVED** **to exclude the press and public from the meeting due to the confidential nature of the business to be discussed**

Proposed by Councillor Mrs Dalley



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Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

**S.107 TO RECEIVE THE SIX MONTHLY PERFORMANCE REVIEWS FOR:**

- 1. The Amenities and Projects Officer**
- 2. The Administrative Assistant**
- 3. Amenities Technician**
- 4. Amenities Technician.**

**S.108 TO APPROVE ANY ACTIONS RESULTING FROM THE SIX MONTHLY PERFORMANCE REVIEWS AND AUTHORISE ASSOCIATED EXPENDITURE**

The Chairman took items S.107 and S.108 together.

**S.108.2 RESOLVED to congratulate and thank the Amenities and Projects Officer for his excellent performance**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

**S.108.3 RESOLVED to approve a visit to South Somerset District Council by the Amenities and Projects Officer and both Amenities Technicians for the purpose of increasing their understanding of green space management; expenditure was authorised from the Staff Training budget**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.108.4 RESOLVED to thank the Administrative Assistant for all her hard work and commitment with particular appreciation expressed for her work supporting the Planning and Development Committee**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

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**S.108.5 RESOLVED**                    **to approve the provision of Microsoft Office training by Cornwall Council for the Administrative Assistant at the cost of £70 per course with expenditure authorised from the Staff Training budget**

Proposed by Councillor Krey  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.108.6 RESOLVED**                    **to thank the Amenities Technician, Mr Dodd, for his hard work and commitment and the high level of service provided**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

**S.108.7 RESOLVED**                    **to approve the provision of training and development activities for the Amenities Technician Mr Dodd as detailed in the six month performance review and authorise expenditure from the 2017/2018 staff training and Health and Safety budgets accordingly**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

**S.108.8 RESOLVED**                    **to thank the Amenities Technician, Mr Piper, for an excellent start to his employment at Camborne Town Council and for presenting such a good image of the Council to the public**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously

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**S.108.9      RESOLVED**

**to approve the provision of training and development activities for the Amenities Technician Mr Piper as detailed in the six month performance review and authorise expenditure from the 2017/2018 staff training and Health and Safety budgets accordingly**

Proposed by Councillor Krey  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

There being no further business the Chairman closed the meeting at 12.30pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

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