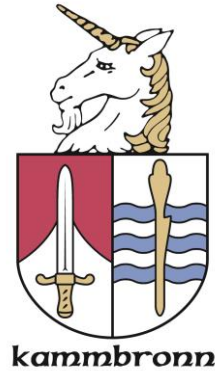


# CAMBORNE TOWN COUNCIL

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Council Offices –  
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### **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  
**Thursday 1st February 2018 at 10.30am.**

### 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 13<sup>th</sup> December 2017 and the Chairman to sign them.
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 consider a recommendation from Sarah Mason (CALC) for the commissioning of South West Councils to conduct a full review of all policies relating to Town Council staff, approve actions and authorise associated expenditure.
10. To receive correspondence from Cornwall Pension Fund Employer Newsletter for December 2017, and agree any action.

11. To give a verbal update on the provision of GDPR training for staff.
12. To receive the South West Councils Newsletter for January 2018 and agree any action.
13. To review and approve the Lone Working Policy.
14. To receive a verbal update from Amenities & Projects Officer on the provision of parking at the Passmore Edwards Building by Llawanroc Parking Services.
15. To receive a verbal update from the Acting Proper Officer on the library service staff TUPE process, agree action and authorise expenditure accordingly.
16. 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.
17. 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.
18. To grant exceptional approval for the carry forward of a maximum of 10 days annual leave from Leave Year 2017/18 to Leave Year 2018/19 for all staff.
19. To consider the training and development needs of the
  - a) Finance & Administration Officer
  - b) Committee Support Officer
  - c) Amenities Techniciansagree action and authorise expenditure accordingly.
20. To receive a verbal update from the Committee Chairman on the progress of the Town Clerk.

Given under my hand this 25<sup>th</sup> day of January 2018

Alec J Webb  
Acting Proper Officer

*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.*