

**CAMBORNE TOWN COUNCIL
STAFFING COMMITTEE 1ST JUNE 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 Wednesday 1st June 2016 at 1.30 pm.

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

In Attendance: Amanda Mugford, Town Clerk.

The Town Clerk explained the safety procedures to all present.

S.01 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2016/2017

S.01.2 RESOLVED: that Councillor Odgers was elected Chairman of the Staffing Committee for the municipal year 2016/2017

Proposed by Councillor Ms Merrick
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

S.02 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

No apologies had been received from Councillor Ms Robinson.

S.03 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.04 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.05 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2016/2017

S.05.2 RESOLVED: that Councillor Krey was elected Vice Chairman of the Staffing Committee for the municipal year 2016/2017

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Merrick

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On a vote being taken the motion was approved unanimously

S.06 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

S.07 TO RECEIVE A REPORT ON THE REVENUE BUDGET AND EAR MARKED RESERVES FOR THE FINANCIAL YEAR 2016/2017 FOR THOSE COST CENTRES DELEGATED TO THE STAFFING COMMITTEE

The Town Clerk explained that the Human Resources Ear Marked Reserve was kept at a significant level in order to ensure adequate funds in the event of any long term sickness absence.

S.07.2 RESOLVED: that the report on the revenue budget and ear marked reserves for the financial year 2016/2017 for those cost centres delegated to the Staffing Committee was received

Proposed by Councillor Odgers
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously

S.08 TO RECEIVE THE NALC AND SLCC PAY SCALES 2016-2018 AND AUTHORISE ASSOCIATED ACTION

S.08.2 RESOLVED: that the NALC and SLCC pay scales 2016-2018 were received and associated action authorised.

Proposed by Councillor Krey
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

S.09 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.09.2 RESOLVED: that the press and public were excluded under the 1960 Public Bodies (Admission to Meetings) Act.

Proposed by Councillor Odgers
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously

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S.10 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE STAFFING WORKING PARTY HELD ON 12TH APRIL 2016

- S.10.2 RESOLVED:** **that the minutes of the meeting of the Staffing Working Party held on 12th April 2016 were received and noted**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the motion was approved unanimously.

S.11 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.12 TO APPROVE THE RECOMMENDATIONS OF THE STAFFING WORKING PARTY MADE ON 12TH APRIL 2016

- S.12.2 RESOLVED:** **that the purchase of a second mobile telephone on a pay-as-you-go contract for the Handyman to minimise risks associated with lone working and enable better communication with other Council employees was approved and expenditure to be authorised from the Health and Safety budget**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

- S.12.3 RESOLVED:** **that the increase in the Administrative Assistant's hours to 35 per week with immediate effect and until the end of August 2016 was approved and expenditure authorised from the Staff Contingency budget. The additional hours to be reviewed at the end of August 2016**

Proposed by Councillor Ms Merrick
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.12.4 RESOLVED:** **that the provision of Portable Appliance Testing (PAT) training for the Handyman was approved and the expenditure to be**

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authorised from the Staff Training
budget**

Proposed by Councillor Ms Merrick
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

- S.12.5 RESOLVED: to approve that the Amenities and Projects Officer research appropriate training in the maintenance of historic buildings, management of sports fields/facilities and inspection of playground equipment; training to be provided at the discretion of the Town Clerk with expenditure authorised from the Staff Training budget and the Devolved Services budget for the inspection of playground equipment course**

Proposed by Councillor Ms Merrick
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

- S.12.6 RESOLVED: to approve the Administrative Assistant undertaking a government funded apprenticeship course and support her in that regard.**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.12.7 RESOLVED: the provision of training in Excel for the Administrative Assistant was approved with expenditure authorised from the Staff Training budget.**

Proposed by Councillor Krey
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

- S.12.8 RESOLVED: to support the Office Services Manager in completing the Certificate in Local Council Administration (CILCA) by allowing her to use three hours a week of her paid employment as study time until October 2016.**

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Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.12.9 RESOLVED:** **to approve the Town Clerk attending the SLCC Leadership in Action national conference in June 2016, the schedule of meetings to be amended accordingly and expenditure authorised from the Staff Training budget.**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.12.10 RESOLVED:** **that the letter of resignation from Mr D Summers was received with regret and thanks for his many years' service.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

- S.12.11 RESOLVED:** **that the post of Handyperson should be advertised at the current salary scales; the job description agreed, person specification agreed and recruitment arranged to a timeframe that meets the needs of the Council and in accordance with the Council's recruitment policy. The associated expenditure was authorised from the Job Vacancies budget**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.12.12 RESOLVED:** **that training in the Code of Conduct and Nolan principles should be prioritised by the Member Training Working Party when developing the induction training programme for May 2017.**

Proposed by Councillor Krey
Seconded by Councillor Ms Merrick

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On a vote being taken the motion was approved unanimously.

- S.12.13 RESOLVED:** **that the Town Clerk arrange refresher training for all Councillors in the Code of Conduct and Nolan principles to be provided as soon as practicable; expenditure authorised from the Member Training budget.**

Proposed by Councillor Ms Merrick
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

- S.12.14 RESOLVED:** **to approve the purchase of the latest version of the Good Councillor Guide, that all Councillors to be given a copy of the Guide and instructed to read it in full; a supply of the Guide to be kept for issuing to any new Councillors joining the Council.**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

- S.12.15 RESOLVED:** **that the Member Training Working Party explore options for a facilitated workshop for Councillors and Staff covering a number of issues including Health, Safety and Welfare, Stress Management, Employment Law, Team working, governance and procedures.**

Proposed by Councillor Ms Merrick
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.12.16 RESOLVED:** **that the Council authorises the Office Services Manager to issue the summons to Council meetings (agendas) in the Town Clerk's absence with the support of the Mayor and Deputy Mayor**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

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S.13 TO APPROVE THE GRIEVANCE PROCEDURE POLICY AS RECOMMENDED BY TOZERS LLP

- S.13.2 RESOLVED:** that the Grievance Procedure Policy was approved with the insertion of 'the' before 'Mayor'

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

S.14 TO APPROVE THE ABNORMAL WEATHER CONDITIONS AND TRAVEL DISRUPTION POLICY AS RECOMMENDED BY TOZERS LLP.

Councillors considered the comments from Tozers regarding policy options. It was agreed that the policy should include other causes of travel disruption than weather conditions but that it was not practical to have a named member of staff for notification purposes

- S.14.2 RESOLVED:** to approve the Abnormal Weather Conditions and Travel Disruption Policy; the first sentence to read 'During abnormal weather conditions or other travel disruption caused by industrial action affecting transport and/or other major incidents affecting travel some employees may be unable to attend work as usual'.

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

S.15 TO APPROVE THE COMPLAINTS PROCEDURE POLICY AS RECOMMENDED BY TOZERS

- S.15.2 RESOLVED:** to approve the Complaints Procedure Policy with the removal of the word 'Verbal' from the section heading 'Verbal Complaints' and the addition of Deputy Mayor to items '2' and '4' of the section 'complaints against an officer of the Council'

Proposed by Councillor Ms Merrick
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

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S.16 TO REVIEW AND APPROVE THE RECRUITMENT POLICY

The Town Clerk explained that the Policy had been amended to reflect the Staffing Committee's responsibility for recruitment. Councillor Odgers confirmed that the policy had previously proved to work well.

S.16.2 RESOLVED: to approve the Recruitment and Selection Policy and procedures

Proposed by Councillor Krey
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

S.17 TO REVIEW THE STRUCTURE, RESPONSIBILITIES AND OPERATIONS OF THE AMENITIES TEAM WITHIN THE CONTEXT OF FUTURE RESPONSIBILITIES RESULTING FROM ASSETS TRANSFERRED AND SERVICES DEVOLVED FROM CORNWALL COUNCIL, AGREE ANY ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.

Councillors considered the current Amenities Team and the changes that would result when services were devolved from Cornwall Council. The strengths of current team members were discussed with a view to succession planning for the future.

S. 17.2 RESOLVED: to offer suitable Supervisory training to the Handyman, Mr S Dodd; delegated responsibility being approved for the Town Clerk and Amenities & Projects Officer to arrange suitable training and to the Town Clerk to authorise the associated expenditure from the Staff Training budget.

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

S. 17.3 RESOLVED: to authorise the Town Clerk to contact the Council's solicitors for legal advice on changing a job title.

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

S.18 TO REVIEW AND APPROVE THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF 'HANDY PERSON'

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The Town Clerk referred to the current job description and an amended version which had been produced by the Amenities & Projects Officer and herself. There was a discussion about the nature of the job and the job title; Councillors agreed that the title 'Amenities Technician' was preferable to 'Handyperson'.

**S.18.2 RESOLVED: to approve the job description for the
post of Amenities Technician as
amended at SCP 13-15**

Proposed by Councillor Ms Merrick
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

There was a lengthy debate about the competencies required for the post that were detailed in the Person Specification.

**S.18.3 RESOLVED: that the Person Specification for
Amenities Technician should include an
NVQ2 in horticulture as a desirable
competency**

Proposed by Councillor Krey
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved by a majority; Councillor Ms Merrick requested that her name was recorded as having voted against the motion.

**S.18.4 RESOLVED: that the Person Specification for
Amenities Technician should include 'a
registered qualification for
strimming/brushcutting or willingness
to train for a recognised strimming/
brushcutting qualification' as an
essential competency**

Proposed by Councillor Krey
Seconded by Councillor Godolphin

On a vote being taken the motion was approved by a majority; Councillor Ms Merrick requested that her name was recorded as having voted against the motion.

**S.18.5 RESOLVED: that the Person Specification for
Amenities Technician with the addition
of a Full Clean Driving Licence as an
essential competency, 'Towing and
Tractor driving registered qualifications
or eligible and willing to train and obtain**

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towing and tractor driving qualifications' as essential competencies, registered qualification in First Aid at Work (Outdoors) as a desirable competency in addition to those competencies previously resolved was approved.

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the motion was approved by a majority; Councillor Ms Merrick requested that her name was recorded as having voted against the motion.

S.19 TO CONSIDER AND APPROVE A CONTRACT OF EMPLOYMENT FOR THE VACANT POST ON THE AMENITIES TEAM

S.19.2 RESOLVED: that the Contract of Employment for the post of Amenities Technician was approved

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

S.20 TO RECOMMEND TO FULL COUNCIL THE WORK PROGRAMME PRIORITIES TO BE REFLECTED IN SETTING PERFORMANCE APPRAISAL TARGETS FOR THE FOLLOWING YEAR.

There was a discussion about the need to be focused on priorities and the risks associated with members of staff's time being diverted into areas that were not included in the Forward Plan and Corporate Plan. The Town Clerk informed Councillors that performance appraisals would be conducted in July and August; it would be very helpful to have specific direction from the Council to refer to when setting performance targets for the year ahead.

S.20.2 RESOLVED: to recommend that Full Council approves Staff Work Programme Priorities for the following year (2016/2017) as the devolution of the library service and transfer of the library building, the devolution and transfer of green spaces, consultation and community engagement associated with devolution projects, audit and governance arrangements, the Local Government Transparency Code and Member Induction Programme 2017

Proposed by Councillor Godolphin
Seconded by Councillor Krey

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On a vote being taken the matter was approved unanimously.

S.21 TO CONSIDER AND APPROVE RESPONSIBILITIES FOR THE PERFORMANCE APPRAISAL OF THE TOWN CLERK FOR THE MUNICIPAL YEAR 2016/2017

S.21.2 RESOLVED: that Councillor Webber should be responsible for the Town Clerk's performance appraisal during the municipal year 2016/2017

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

S.21.3 RESOLVED: to recommend to the Member Training and Development Programme Working Party that a skills audit of all Councillors be undertaken following the formation of the new Council in May 2017

Proposed by Councillor Ms Merrick
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

S.22 TO CONSIDER THE COUNCIL'S HEALTH AND SAFETY POLICY ON EYE TESTS AND CORRECTIVE APPLIANCES

'THE COUNCIL WILL ARRANGE FOR THE PROVISION OF FREE EYE TESTS WHEN REQUESTED AND AT REGULAR INTERVALS THEREAFTER OR WHERE A VISUAL PROBLEM IS EXPERIENCED, AT NO COST TO THE EMPLOYEE. WHERE EMPLOYEES REQUIRE CORRECTIVE APPLIANCES SPECIFICALLY FOR USE WITH DISPLAY SCREEN EQUIPMENT, THE COUNCIL WILL ARRANGE FOR THE SUPPLY OF SPECTACLES, FREE OF CHARGE, OR UP TO CURRENT COST LIMITS'.

The Town Clerk explained that the policy on eye tests and corrective appliances had been included in the Ellis Whittam Health and Safety Policy adopted by the Council in the autumn of 2015. Although the Council had previously reimbursed the cost of eye tests, it had not previously covered or contributed to the cost of corrective appliances.

Councillors considered the cost of corrective appliances including the variation in cost for bi focal lenses, lens protection coatings and the wide range of choice. It was considered that a standard cost limit was the best policy to adopt; this limit could be regularly reviewed as necessary.

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S.22.2 RESOLVED: **'The Council will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees require corrective appliances specifically for use in the performance of their job, the Council will contribute £75 towards the cost of corrective appliances'** was approved as the Council's policy on eye tests and corrective appliances

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

S.23 TO APPROVE A SCHEDULE OF MEETINGS FOR THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2016/2017

Councillors agreed that they would all prefer the meetings to be held during office hours rather than during the evening. .

S.23.2 RESOLVED: **that the Staffing Committee schedule of meetings for the municipal year 2016/2017 would be 2nd August 2016, 18th October 2016, 13th December 2016, 7th February 2017 with a start time of 10.30am**

Proposed by Councillor Krey
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

There being no further business the Chairman closed the meeting at 4.07 pm.

SIGNED BY THE CHAIRMAN.....

DATE