

**CAMBORNE TOWN COUNCIL
STAFFING COMMITTEE 22nd JUNE 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 22nd June 2017 at 10.30am

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

In Attendance: Amanda Mugford, Town Clerk.

The Town Clerk explained the safety procedures to all present.

S.121 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2017/2018

S.121.2 RESOLVED to elect Councillor Mrs V Dalley as Chairman of the Staffing Committee meeting for the municipal year 2017/2018

Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.122 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

The Town Clerk explained that Councillor Marshall was, regretfully, unable to take her place on the Staffing Committee due to work commitments; an item to appoint a new Member would be put on the Full Council Agenda for the July meeting.

S.122.2 RESOLVED to receive and approve apologies from Councillors Ms Z Fox and Marshall for non-attendance of the Staffing Committee meeting held on 22nd June 2017

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.123 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.124 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.125 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements

S.126 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2017/2018

S.126.2 RESOLVED to elect Councillor Godolphin as Vice Chairman of the Staffing Committee meeting for the municipal year 2017/2018

Proposed by Councillor Collins
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously.

S.127 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 27th APRIL 2017

S.127.2 RESOLVED to receive and approve the minutes of the Staffing Committee meeting held on 27th April 2017

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously by all entitled to vote.

S.128 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

The Town Clerk confirmed that she would be attending the Community Infrastructure Levy (CIL) Masterclass in London on 4th July 2017 (S.120.2) and was able to stay with her father, thereby saving the cost of hotel accommodation.

S.129 TO NOTE THE SCHEME OF DELEGATION FOR THE STAFFING COMMITTEE AND AGREE ANY APPROPRIATE ACTION

The Chairman stressed the importance of the Committee's confidentiality with particular reference to Section 8.4c of the Scheme of Delegation.

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- S.129.2 RESOLVED to receive and note the Scheme of Delegation for the Staffing Committee**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

- S.130 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 Town Clerk drew attention to the Staff Training budget with regard to the expenditure already committed at an early stage in the financial year. The growth of the Council's responsibilities and new legislation meant that more training was necessary than in the past which could put this budget under particular strain. Councillors considered the revenue budget to date and agreed that it might be necessary to use some funding from the Staff Contingency budget to meet training needs.

- S.130.2 RESOLVED to receive the current net position by code of the Staffing Revenue Budget 2017/2018 and expenditure committed to date was noted**

Proposed by Councillor Collins
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously.

- S.131 TO NOTE THE CAMBORNE TOWN COUNCIL RECRUITMENT POLICY**

The Committee commended the Council's Recruitment Policy as being comprehensive and thorough.

- S.131.2 RESOLVED to note the Camborne Town Council Recruitment Policy**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

- S.132 TO APPROVE A TIMETABLE FOR THE RECRUITMENT OF AMENITIES TECHNICIANS FOR GREEN SPACES DEVOLVED SERVICES, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

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The Town Clerk read email correspondence received from Cornwall Council regarding the transfer of green spaces in Phases 1 and 2 of the devolution programme. It appeared that Cornwall Council was unsure which green spaces to include in each phase; however, it had been indicated that Phase 1 of the transfer could be completed at the end of September.

Councillors expressed concern at the correspondence and the associated difficulties that were created. The Town Clerk estimated that three months needed to be allowed for the recruitment process; the Council would have a degree of flexibility in fixing start dates of employment while training might also be required for the new employees. It was agreed that, as the recruitment process progressed there should be greater clarity regarding the completion date for transfer of those green spaces in Phase 1.

- S.132.2 RESOLVED** **to advertise the positions for two Amenities Technicians as soon as possible with expenditure authorised from the Devolved Services Green Spaces budget.**

Proposed by Councillor Collins
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously.

S.133 TO APPROVE A JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE COMMITTEE SUPPORT POST

The Town Clerk had consulted South West Councils on a job description for the Committee Support post; she circulated a job description which had been drafted as a result of this consultation although further advice would be available the following week. She asked Members for their views on the job description and any additional needs they could identify which should be reflected.

Councillor Winter expressed some concern about advertising a vacant position when library staff would be transferring from Cornwall Council. The Town Clerk explained the current operational needs as well the skills that would be needed for the post. Councillor Pearce noted that any staff currently employed by Cornwall Council to deliver library services would be free to apply for the position.

- S.133.2 RESOLVED** **to approve the Job Description for the Committee Support post subject to any amendments recommended by South West Councils**

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Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

The Town Clerk had been advised that South West Councils was unable to give advice on the appropriate salary without reviewing all the Council's job descriptions and salaries. A full review would be commissioned following the completion of the green spaces and library devolution packages. Councillors considered the 2017/2018 NJC pay scales in relation to the job description for Committee Support Officer and current Council office employees.

S.133.3 RESOLVED to approve that the Committee Support Officer pay scale range should be SCP 18 – 22

Proposed by Councillor Godolphin
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously.

The Town Clerk confirmed she would circulate the final job description and associated person specification following further advice from South West Councils.

S.134 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON THE COMMITTEE SUPPORT POST, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE ACCORDINGLY

The Town Clerk referred to resolution S.115.2 and confirmed that some interest had been expressed. The job description and person specification would be provided as soon as available. There was very little space in the Council offices to accommodate an additional member of staff; a solution had been found but would involve the purchase of two new desks due to the large size of one of the existing office desks. There should be space in the library offices for six desks upstairs once the Council moved to these premises.

Councillors considered the cost of the equipment needed against the available budget heads including the Office Equipment budget held by the Finance & General Purposes Committee. It was agreed that there were insufficient funds in any appropriate revenue budget and that, in this case, the expenditure should be funded from Earmarked Reserves. This was justified as a "one off" equipment cost rather than an ongoing revenue expense.

S.134.2 RESOLVED to approve the purchase of two office desks, one office chair, computer (with monitor) and one telephone with expenditure authorised from the Human

Resources Earmarked Reserve

Proposed by Councillor Mrs Dalley
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

S.135 TO CONSIDER PARKING PROVISION FOR EMPLOYEES FOLLOWING THE MOVE TO THE PASSMORE EDWARDS LIBRARY BUILDING AND AGREE ACTION

The Town Clerk declared an interest as an employee affected by the move to the Passmore Edwards Library building. She proceeded to report the advice given by South West Councils as follows:

- The Council should ask staff for options regarding car parking and explore every option;
- The Council should analyse all employees affected by the move;
- The effect on employee's Work/Life balance should be considered e.g. increased travel time due to distance from car park to the offices;
- Safety should be considered e.g. issuing panic alarms

The cost of a season ticket at Rosewarne Car Park was £190 per year; this did not vary if paid on a monthly, quarterly or half yearly basis.

Councillor Godolphin thought the Council should provide parking for its staff and agreed all options should be considered. Councillor Pearce suggested that Camborne Community Centre might be a good solution to the problem and Councillor Mrs Dalley advised that this would need to be considered by the Centre's trustees. It was agreed that all Council employees should be treated equally and no distinction made between existing employees and new employees transferring to the library under TUPE.

S.135.2 RESOLVED to investigate options for supplying car parking for all employees to include making enquiries at Camborne Community Centre.

Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously

S.136 TO RECEIVE CORRESPONDENCE FROM SOUTH WEST COUNCILS, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

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- S.136.2 RESOLVED to subscribe to the South West Councils' recruitment portal and to take the information regarding Councillor Training to the July Full Council meeting**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

- S.136.3 RESOLVED to investigate TUPE support available through South West Councils**

Proposed by Councillor Godolphin
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously.

- S.137 TO CONSIDER PROVISION OF PERFORMANCE APPRAISAL TRAINING BY SOUTH WEST COUNCILS, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY.**

Councillors considered their obligations under the Scheme of Delegation as well as current levels of knowledge and experience. The Town Clerk said that any spare places could be filled from other Councils in Cornwall.

- S.137.2 RESOLVED to approve the provision of performance appraisal training by South West Councils with any spare places to be offered to other Councils; training to be arranged for a 5pm start time and expenditure authorised from the Member Training budget**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

- S.137.3 RESOLVED to approve attendance at the South West Councils' Performance Appraisal Training by the Town Clerk and Amenities and Projects Officer with expenditure authorised from the Staff Training Budget**

Proposed by Councillor Godolphin
Seconded by Councillor Collins

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On a vote being taken the motion was approved unanimously.

- S.137.4 RESOLVED to appoint Councillor G Winter to conduct the Town Clerk's performance appraisal for 2017/2018**

Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

- S.138 TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER JUNE 2017 AND AGREE ACTION.**

The Town Clerk referred to the Discretionary Policies necessary for the Local Council Pension Fund which the Council had resolved to review in Autumn 2017.

- S.138.2 RESOLVED to receive the Cornwall Pension Fund Employer Newsletter June 2017 and to invite Mr M Allen, the Cornwall Pension Fund Employer Liaison Officer, to attend a meeting of the Staffing Committee to inform the review of Discretionary Policies and provide information on any other appropriate Pension Fund issues**

Proposed by Councillor Godolphin
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

- S.139 TO CONSIDER TERMS FOR THE RENEWAL OF HEALTH AND SAFETY SERVICES BY ELLIS WHITTAM, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.**

Councillors considered the services provided under the Ellis Whittam contract and the Council's Health, Safety and Welfare obligations. It was noted that a discounted rate was available for a longer term contract.

- S.139.2 RESOLVED to approve the renewal of a contract with Ellis Whittam for Health and Safety Services for a term of five years with expenditure authorised from the Health and Safety budget**

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Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.140 TO CONSIDER PROVISION OF HEALTH ASSESSMENTS FOR EMPLOYEES AND COUNCILLORS, AGREE ACTION AND AUTHORISE EXPENDITURE IF APPROPRIATE.

The Town Clerk noted that Cornwall Council provided Health assessments for its employees; Councillor Winter confirmed that the Environment Agency also offered free health care checks which were voluntary. Councillors considered the cost of the Health assessments against the potential benefits as well as the Council's obligations for employee welfare.

S.140.2 RESOLVED to approve the provision of Health Assessments for all Camborne Town Council employees on an annual basis starting from the 2017/2018 financial year with the associated expenditure authorised from the Health and Safety budget.

Proposed by Councillor Winter
Seconded by Councillor Pearce

On a vote being taken the motion was approved unanimously.

S.141 TO NOTE THE OFFICER MEMBER PROTOCOL AND AGREE ACTION IF APPROPRIATE.

Councillors considered the Officer Member Protocol which had been adopted by the Council in 2012. The Town Clerk confirmed that a copy of the Protocol had been included in all Councillors' induction packs.

S.141.2 RESOLVED that the Officer Member Protocol should be included on the agenda for the July 2017 meeting of the Council.

Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.141.3 RESOLVED that Group Leaders were to contact all their Members to highlight the importance of the Officer Member Protocol (Councillor Mrs Dalley to contact

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**Ms Fox as Mebyon Kernow
Group Leader in this regard).**

Proposed by Councillor Collins
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 12.06pm.

SIGNED BY THE CHAIRMAN.....

DATE