

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 17<sup>th</sup> November 2016 at 10.30am

PRESENT Councillor S Odgers (Chairman)  
Councillor Krey (Vice Chairman)  
Councillor Mrs V Dalley  
Councillor Ms J Merrick  
Councillor Ms J Robinson  
Councillor Webber not a member of this Committee

In Attendance: Amanda Mugford, Town Clerk.

The Chairman explained the safety procedures to all present.

**S.67 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE**

**S.67.2 RESOLVED to receive and approve apologies from Councillor Godolphin for non- attendance of the Staffing Committee meeting held on 17<sup>th</sup> November 2016**

Proposed by Councillor Krey  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.68 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.69 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.70 CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

**S.71 TO RECEIVE A REPORT ON ANNUAL LEAVE 2016/2017 AND AGREE APPROPRIATE ACTION**

The Town Clerk referred to the report showing the amount of annual leave owing to all members of staff following the Christmas break. The current Annual Leave Policy allowed five days to be carried over at the end of the year; however, given the schedule of meetings for January to March 2017 she thought it would be difficult for all office staff to take enough annual leave during that



Councillor Krey referred to the sentence 'Enables the organisation to achieve its corporate aims and objectives' and suggested 'enables' should be replaced with 'helps'.

- S.73.2 RESOLVED:** **that to amend the second bullet point on page two of the Training and Development policy to read 'Helps enable the organisation to achieve its corporate aims and objectives'**

Proposed by Councillor Krey  
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously.

- S.73.3 RESOLVED:** **to approve the Training and development policy with the amendment previously resolved (S.73.2) and changes to Committee names to reflect the Council's current governance arrangements**

Proposed by Councillor Krey  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.74 TO REVIEW ADMINISTRATION AND COMMITTEE SUPPORT ARRANGEMENTS, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

The Town Clerk detailed the current working arrangements with regard to Committee Support and administration. The Council had an extremely small team and capacity was limited. This resulted in the problems previously discussed in relation to annual leave and Time off in Lieu as work centred on the meetings schedule. The current office vacancy had emphasised the need for a finance specialist; the transfer of devolved services in 2017 would increase this need. The administrative assistant had enjoyed working on a wider variety of tasks e.g. planning support, but the current staffing structure would mean that her time would be largely devoted to minute taking in the future unless additional support for Committees was found. The job description for Office Services Manager was very broad and advice had been sought from the Cornwall Association of Local Councils and the Town Council's accountant in this regard. The Council had already resolved to have a full review of the Staff structure following devolution of green spaces and the library in 2017.

Councillors considered the current needs of the Council and future responsibilities with regard to devolved services. The Chairman





Proposed by Councillor Krey  
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously

**S.76 TO APPROVE A PROCESS AND TIMEFRAME FOR RECRUITMENT IN RELATION TO THE CURRENT OFFICE VACANCY IN ACCORDANCE WITH THE COUNCIL'S RECRUITMENT POLICY, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY.**

**S.76.2 RESOLVED the Chairman, Vice Chairman and Town Clerk to develop new format for interview and selection questions for approval by the Staffing Committee at its meeting in December 2016.**

Proposed by Councillor Ms Merrick  
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously.

**S.76.3 RESOLVED to delegate authority to the Chairman and Vice Chairman to approve advertising of the Finance and Administration Officer Vacancy in the West Briton for two weeks with associated online advertising commencing the second week of January 2017.**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

**S.77 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.77.2 RESOLVED to exclude the press and public due to the confidential nature of the business to be discussed**

Proposed by Councillor Krey  
Seconded by Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

**S.78 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 21<sup>ST</sup> SEPTEMBER 2016.**

**S.78.2 RESOLVED to approve the minutes of the meeting of the Staffing Committee held on 21<sup>st</sup> September 2016**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

**S.79 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW FOR INFORMATION ONLY.**

The Town Clerk confirmed that she had purchased a printer as instructed.

**S.80 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING PERFORMANCE MANAGEMENT OUTCOMES AND AGREE ANY APPROPRIATE ACTION.**

**S.80.2 RESOLVED to receive the verbal report from the Town Clerk regarding performance management outcomes**

Councillor Ms Robinson  
Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

There being no further business the Chairman closed the meeting at 12.27pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

