

**CAMBORNE TOWN COUNCIL
STAFFING COMMITTEE 2nd SEPTEMBER 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 2nd September 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 from point mentioned
Councillor Godolphin (ex officio)

In Attendance: Amanda Mugford, Town Clerk.

The Chairman explained the safety procedures to all present.

S.43 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

S.43.2 RESOLVED: that the apologies from Councillor Ms Robinson for late arrival at the meeting of the Staffing Committee held on 2nd September 2016 were received

Proposed by Councillor Ms Merrick
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

S.44 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.

Councillor Ms Robinson entered the meeting at 10.35am and confirmed she had no interests to declare.

S.45 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.46 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

S.47 TO CONSIDER AND APPROVE A DISCIPLINARY POLICY

The Committee considered the draft policy recommended by the Council's solicitors. The Town Clerk confirmed that the Council did not currently have a staff handbook, although all new members of staff were given copies of all Council policies. The Cornwall Association of Local Councils was currently working on a model Staff Handbook for Town and Parish Councils and she anticipated

that this would provide a good foundation for a future Staff Handbook for Camborne Town Council.

- S.47.2 RESOLVED to adopt the Disciplinary Policy as recommended by the Council's solicitors.**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously.

S.48 TO REVIEW AND APPROVE THE FLEXIBLE WORKING POLICY

Councillors considered the Flexible Working Policy and agreed that the only changes needed were to the names of the relevant Committees.

- S.48.2 RESOLVED to approve the Flexible Working Policy with amendments to the names of the relevant Council Committees**

Proposed by Councillor Ms Robinson
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

S.49 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.49.2 RESOLVED: that the press and public were excluded under the 1960 Public Bodies (Admission to Meetings) Act, due to the confidential nature of the business to be discussed**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

S.50 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 2ND AUGUST 2016 AND THE CHAIRMAN TO SIGN THEM

- S.50.2 RESOLVED: that the minutes of the meeting of the Staffing Committee held on 2nd August 2016 were received, approved and signed by the Chairman**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Merrick

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

S.51 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.52 TO RECEIVE A RECOMMENDATION FROM THE AMENITIES COMMITTEE REGARDING TRANSITIONAL ARRANGEMENTS FOR THE AMENITIES TEAM, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The commitments of the Amenities Team were considered in relation to the recommendation from the Amenities Committee.

- S.52.2 RESOLVED** to approve the continued employment of the temporary Assistant until 16th September 2016 (inclusive) and the extension of the Handyman's retirement date to meet operational requirements; expenditure was authorised from the Staff Contingency Budget.

Proposed by Councillor Godolphin
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously.

S.53 TO RECEIVE AN UPDATE ON PERFORMANCE MANAGEMENT, APPROVE APPROPRIATE ACTION AND ANY ASSOCIATED EXPENDITURE ACCORDINGLY

- S.53.2 RESOLVED** to receive an update on performance management, approve actions taken and recommendations.

Proposed by Councillor Godolphin
Seconded by Councillor Ms Robinson

On a vote being taken the motion was approved unanimously.

- S.53.3 RESOLVED** to authorise expenditure for any legal advice necessary to achieve successful management of performance.

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Proposed by Councillor Ms Robinson
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

**S.53.4 RESOLVED to approve the purchase of a
suitable printer for the Town
Clerk's office and approve
expenditure from the HR
Earmarked Reserve accordingly.**

Proposed by Councillor Krey
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

**S.54 TO RECEIVE AN UPDATE FROM THE TOWN CLERK ON
TRAINING OPPORTUNITIES AND AGREE APPROPRIATE
ACTION**

**S.54.2 RESOLVED to approve the attendance of the
Town Clerk at the Strategic
Management Masterclass to be
held in Cardiff on 14th March
2017 with expenditure
authorised from the Staff
Training budget.**

Councillor Godolphin
Councillor Krey

On a vote being taken the motion was approved unanimously.

There being no further business the Chairman closed the meeting at 12.07pm.

SIGNED BY THE CHAIRMAN.....

DATE