

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
Councillor Godolphin (ex officio) from point mentioned

In Attendance: Amanda Mugford, Town Clerk.

The Chairman explained the safety procedures to all present.

S.55 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

There were no apologies received.

S.56 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.57 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.58 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

S.59 TO APPROVE DELEGATED RESPONSIBILITIES FOR THE FUNCTIONS OF PROPER OFFICER IN THE ABSENCE OF THE TOWN CLERK

Councillor Godolphin entered the meeting at 10.38am and apologised for late arrival.

The Town Clerk explained that the functions of the Proper Officer referred to legal documents that needed to be signed. This would primarily be Summons to meetings (Agendas) and any urgent letters that needed to be sent on behalf of the Town Council for legal reasons. She had consulted the Cornwall Association of Local Councils which had advised a cascading model of responsibility as used by Bude Town Council. The responsibilities would not extend to the duties of Town Clerk and Responsible Finance Officer. The Amenities and Projects Officer had been consulted about the assumption of these responsibilities in the Town Clerk's absence and was content to perform these duties provided it was limited to agendas and urgent correspondence.

In response to a question from Councillor Godolphin, the Town Clerk confirmed that the Amenities and Projects Officer would not be authorised to sign cheques.

- S.59.2 RESOLVED to approve a cascading model of responsibilities of Proper officer; in the absence of the Town Clerk the responsibility would fall to the Office Services Manager; in the absence of both the Town Clerk and Office Services Manager, the responsibility would fall to the Amenities and Projects Officer.**

Proposed by Councillor Ms Merrick
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.60 TO APPROVE AN AMENDMENT TO THE CAMBORNE TOWN COUNCIL WORKING WEEK IN ACCORDANCE WITH THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES NATIONAL AGREEMENT ON PAY AND CONDITIONS**

The Chairman referred to the extract from the National Joint Council for Local Government Services National Agreement on Pay and Conditions relating to Working Time Arrangements. The Town Clerk confirmed that she had consulted employees regarding the reduction to the hours in a working week; they had all agreed that they would prefer to take any reduction by being able to leave work 30 minutes earlier on Fridays

- S.60.2 RESOLVED to approve the amendment to the Camborne Town council Working week to 37 hours in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions; employees to finish 30 minutes earlier on Fridays.**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Robinson

On a vote being taken the motion was approved unanimously.

- S.61 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.61.2 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 Ms Merrick
Seconded by Councillor Dalley

On a vote being taken the motion was approved unanimously.

S.62 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 2ND SEPTEMBER 2016 AND THE CHAIRMAN TO SIGN THEM

S.62.2 RESOLVED: **that the minutes of the meeting of the Staffing Committee held on 2nd September 2016 were received, approved and signed by the Chairman**

Proposed by Councillor Odgers
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

S.63 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

In response to a question from Councillor Mrs Dalley, The Town Clerk replied that she had not yet had time to source a printer.

S.64 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK ON PERFORMANCE MANAGEMENT, AGREE ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE

The Town Clerk gave a full report on actions taken by herself in conjunction with the Chairman and Vice Chairman of the Committee to manage performance in accordance with legal advice.

S.64.2 RESOLVED **to receive the report from the Town Clerk; that all actions taken were approved and any additional expenditure authorised accordingly.**

Proposed by Councillor Ms Robinson
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

S.65 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING INTERIM ARRANGEMENTS FOR OFFICE ADMINISTRATION, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Town Clerk gave a detailed report on actions taken regarding finance administration, salaries and Committee support.

- S.65.2 RESOLVED to thank the Town Clerk and all office staff for the amount of work they were undertaking.**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.65.3 RESOLVED to approve the temporary engagement of Mr B White and Mr P Rickard and authorise expenditure from the Staff Contingency budget unanimously**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

- S.65.4 RESOLVED that the Mayor sends a message to all Councillors to remind them of the Council's limited capacity due to staff shortage and that all work must be focused on Council priorities.**

Proposed by Councillor Dalley
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

- S.66 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING ADVICE RECEIVED CONCERNING RECRUITMENT, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

- S.66.2 RESOLVED to receive the report from the Town Clerk, take the legal advice received and to contract consultants to undertake dedicated work needed for devolution projects; the Committee to receive regular updates on capacity issues.**

Councillor Ms Robinson
Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

S.66.3 RESOLVED

**to investigate commissioning
CALC or Cornwall Council to
produce a Member Induction and
Development Programme.**

Councillor Odgers
Councillor Ms Merrick

On a vote being taken the motion was approved unanimously.

The Chairman conveyed his thanks to the Town Clerk and staff for all their hard work; they had his full confidence. He also thanked all the Members of the Committee as their help and advice had been invaluable.

It was confirmed that the next meeting of the Staffing Committee would be held on 18th October 2016 at 2pm.

There being no further business the Chairman closed the meeting at 11.58am.

SIGNED BY THE CHAIRMAN.....

DATE

DRAFT