

**CAMBORNE TOWN COUNCIL
STAFFING COMMITTEE 15th NOVEMBER 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 15th November 2017 at 10.00am

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

In Attendance: Amanda Mugford, Town Clerk. Ms S Mason Cornwall Association of Local Council Executive Officer from and until point mentioned.

The Chairman explained the safety procedures to all present.

S.161 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

All Members of the Committee were present.

S.161 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 interests declared.

S.162 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.163 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.164 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.164.2 RESOLVED to exclude the press and public 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.165 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 7th SEPTEMBER 2017

S.165.2 RESOLVED to receive and approve the minutes of the Staffing Committee meeting held on 7th September 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.166 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

Ms Mason entered the meeting at 10.05am.

S.167 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING ABSENCE MANAGEMENT.

The Town Clerk gave a report and confirmed that the Council's office team had been informed and consulted.

The Chairman expressed her support for the Town Clerk and all members of staff and stressed the need for Councillors to do their own work.

In response to a question from Councillor Winter, the Town Clerk confirmed that the Council had a Flexible Working Policy but was unable to operate 'Flexi-Time' due to the small size of the office team.



S.168 TO RECEIVE ADVICE FROM THE COUNTY EXECUTIVE OFFICER, CORNWALL ASSOCIATION OF LOCAL COUNCILS, APPROVE ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE

S.169 TO CONSIDER ABSENCE MANAGEMENT AND AGREE ACTION CONCERNING THE FOLLOWING:

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- i. WORK PRIORITIES;**
- ii. DELEGATED RESPONSIBILITIES;**
- iii. INDUCTION AND TRAINING FOR NEW EMPLOYEES;**
- iv. ADDITIONAL RESOURCE**

The Chairman took Agenda items S.167 and S.168 together.

Councillors considered strategic priorities, potential risk, capacity, skills and resources. Ms Mason advised that the Cornwall Association of Local Councils would be able to provide some services and support.

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S.169.12 RESOLVED to extend the meeting until the completion of all business.

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

S.170 TO CONSIDER MANAGEMENT OF RETURN TO WORK PROCESSES AND AGREE ACTION ACCORDINGLY

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Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

S.173 TO RECEIVE THE MINUTES OF THE STRATEGIC BUDGET WORKING GROUP

S.173.2 RESOLVED that the minutes of the Strategic Budget Working Group were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

S.174 TO RECEIVE A REPORT FROM THE TOWN CLERK ON THE DRAFT REVENUE BUDGET FOR 2018/2019

The Town Clerk presented her report and explained its contents were very similar to the report she had sent to the Strategic Budget Working Group.

S.174.2 RESOLVED that a report from the Town Clerk on the draft revenue budget 2018/2019 was received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

S.175 TO CONSIDER AND APPROVE RECOMMENDATIONS OF THE STRATEGIC BUDGET WORKING GROUP FOR THE 2018/2019 REVENUE BUDGET

S.175.2 RESOLVED that the recommendations of the Strategic Budget working Group for the 2018/2019 revenue budget were received and approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously

S.176 TO REVIEW THE 2018/2019 DRAFT REVENUE BUDGET FOR THE STAFFING COMMITTEE, AGREE ACTION AND MAKE RECOMMENDATIONS TO THE FINANCE AND GENERAL PURPOSES COMMITTEE ACCORDINGLY

The Chairman noted that most members of the Staffing Committee were also members of the Strategic Budget working Group.

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There being no further business the Chairman closed the meeting at 12.13pm

SIGNED BY THE CHAIRMAN.....

DATE