

CAMBORNE TOWN COUNCIL

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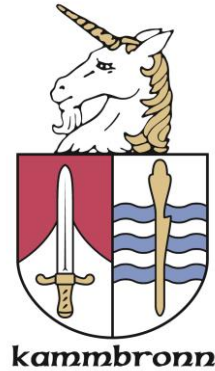
Council Offices –

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To all members of the Staffing Committee.

Councillors: Mrs V Dalley, W Krey, Ms J Merrick, Ms J Robinson, S Odgers
C Godolphin (Ex Officio)

I hereby summon you to a meeting of the Finance & General Purposes Committee to be held in the Clerk's Office, The Basset Centre, Basset Road, Camborne, on **Wednesday 1st June 2016 at 1.30 pm.**

AGENDA

1. Safety Procedures.
2. To receive nominations and elect a Chairman for the municipal year 2016/2017
3. To receive apologies for non-attendance.
4. 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.
5. To approve written request(s) for dispensations.
6. To receive nominations and elect a Vice Chairman for the municipal year 2016/2017.
7. Chairman's Announcements.
8. To receive a report on the revenue budget and ear marked reserves for the financial year 2016/2017 for those cost centres delegated to the Staffing Committee.
9. To receive the NALC and SLCC pay scales 2016-2018 and authorise associated action.
10. 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.

11. To receive and note the minutes of the meeting of the Staffing Working Party held on the 12th April 2016.
12. Matters arising, where no substantive item below, for information only.
13. To approve the recommendations of the Staffing Working Party made on 12th April 2016.
14. To approve the Grievance Procedure Policy as recommended by Tozers LLP
15. To approve the Abnormal Weather Conditions and Travel Disruption Policy as recommended by Tozers LLP.
16. To approve the Complaints Policy as recommended by Tozers LLP.
17. To review and approve the Recruitment Policy.
18. To review the structure, responsibilities and operations of the Amenities Team within the context of future responsibilities resulting from assets transferred and services devolved from Cornwall Council, agree any action and authorise associated expenditure. .
19. To review and approve the job description and person specification for the post of 'Handy person'.
20. To consider and approve a Contract of Employment for the future vacant post on the Amenities Team.
21. To recommend to Full Council the work programme priorities to be reflected in setting performance appraisal targets for the following year.
22. To consider and approve responsibilities for the performance appraisal of the Town Clerk for the municipal year 2016/2017.
23. To consider the Council's Health and Safety Policy on Eye Tests and Corrective Appliances

'The Council will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees require corrective appliances specifically for use with display screen equipment, the Council will arrange for the supply of spectacles, free of charge, or up to current cost limits'.

agree action and authorise associated expenditure.

24. To approve a schedule of meetings for the Staffing Committee for the municipal year 2016/2017.

Given under my hand this 25th day of May 2016

Amanda Mugford
Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

*Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.*