

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 22nd February 2018 at 13.00pm

PRESENT Councillor Mrs V Dalley (Chairman)
Councillor C Godolphin (Vice Chairman)
Councillor M Champion
Councillor J Collins
Councillor M Pearce
Councillor G Winter from point mentioned

In Attendance: Alec Webb, Acting Proper Officer (APO); Samantha Hughes, Acting Responsible Financial Officer (RFO).

The Chairman explained the safety procedures to all present.

S.221 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

No apologies were received.

S.222 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.223 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.224 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.225 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.225.2 RESOLVED that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded

Proposed by Councillor M Champion
Seconded by Councillor C Godolphin

On a vote being taken the motion was carried unanimously.

S.226 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 1st FEBRUARY 2018 AND THE CHAIRMAN TO SIGN THEM

Councillor Winter entered the room at 13.03 pm.

- S.226.2 RESOLVED** that the minutes of the Staffing Committee meeting held on 1st February 2018 were received, approved and signed by the Chairman

Proposed by Councillor Mrs V Dalley
Seconded by Councillor C Godolphin

On a vote being taken (of those entitled to vote) the matter was approved unanimously.

- S.227 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

The Chairman decided to take the next 2 agenda items together.

- S.228 TO CONSIDER A PHASED RETURN TO WORK PLAN FOR THE TOWN CLERK, IN ACCORDANCE WITH S.170.2, AND AGREE ACTIONS**

TO AGREE TIMESCALE, IN LIGHT OF AN AGREED PHASE RETURN PLAN, FOR RETURN TO NORMAL ROLES, RESPONSIBILITIES AND SALARY LEVELS FOR STAFF, IN ACCORDANCE WITH S.169.6 & S169.7, AND AGREE ACTION ACCORDINGLY.

The Chairman informed the Committee that she had conducted informal meetings with the Town Clerk, Sarah Mason (CEO of CALC), the Acting Proper Officer and Acting Responsible Finance Officer which had resulted in the forwarding of two plans for the phased return to work of the Town Clerk. After lengthy discussion it was decided to implement the CALC approved phased return plan, with individual votes taken on each aspect of the phased return to work plan along with the responsibilities and duties of the identified staff during the period. **All times of attendance and duration of working period are subject to reduction at any time during the phased return programme by the Town Clerk.**

- S.228.2 RESOLVED** that, during the week commencing 26th February 2018 the CALC Phased Return Plan be implemented.

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the motion was approved unanimously.

- S.228.3 RESOLVED** that, during the week commencing 5th March 2018, the CALC Phased Return Plan be implemented.

Proposed by Councillor Ms Fox
Seconded by Councillor M Champion

On a vote being taken the motion was approved unanimously.

- S.228.4 RESOLVED** **that, with effect from Monday 5th March the positions of Acting Proper Officer and Acting Responsible Finance Officer be relinquished; in accordance with the CALC Phased Return Plan.**

Proposed by Councillor Z Fox
Seconded by Councillor Champion

On a vote being taken the motion was carried unanimously.

- S.228.5 RESOLVED** **that, during the week commencing 12th March 2018, the CALC Phased Return Plan be implemented.**

Proposed by Councillor Champion
Seconded by Councillor Pearce

On a vote being taken the motion was carried unanimously.

- S.228.6 RESOLVED** **that, during the week commencing 19th March 2018, the Town Clerk attends the office on Monday, Tuesday, Wednesday & Thursday from 1000 to 1600.**

Proposed by Councillor Z Fox
Seconded by Councillor J P Collins

On a vote being taken the motion was carried unanimously.

- S.228.7 RESOLVED** **that, during the week commencing 19th March 2018, the CALC Phased Return Plan be implemented.**

Proposed by Councillor Z Fox
Seconded by Councillor J P Collins

On a vote being taken the motion was carried unanimously.

- S.229 TO RECOMMEND TO FULL COUNCIL THE RECOMMENCEMENT OF MEETINGS OF THE PUBLIC ESTATES & DEVOLUTION WORKING PARTY AND A DATE FOR RESUMPTION OF DIALOGUE WITH CORNWALL COUNCIL ON GREEN SPACES DEVOLUTION**

During discussions it was agreed that a recommendation be submitted to the next Full Council meeting to resume Public Estates & Devolution Working Party meetings as soon as practicably possible.

- S.229.2 RESOLVED to recommend to Full Council the resumption of the Public Estate & Devolution Working Party meetings schedule; suspended under resolution C.4120.3.**

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the motion was carried unanimously.

S.230 TO RE-ADMIT THE PRESS AND PUBLIC

- S.230.2 RESOLVED to re-admit the press and public**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the motion was carried unanimously.

S.231 TO CONSIDER THE DATE AND TIME OF THE NEXT STAFFING COMMITTEE MEETING AND AGREE ACTION ACCORDINGLY.

As the next scheduled meeting of the Staffing Committee is scheduled to take place during week 3 of the Phased Return to Work Programme it was agreed to retain this meeting.

- S.231.2 RESOLVED that the next meeting of the Staffing Committee is held at 1030 on Thursday 22nd March 2018.**

Proposed by Councillor M Champion
Seconded by Councillor J P Collins

On a vote being taken the motion was carried unanimously.

There being no further business the Chairman closed the meeting at 13.48 pm.

SIGNED BY THE CHAIRMAN.....

DATE