

**CAMBORNE TOWN COUNCIL
STAFFING COMMITTEE 13th DECEMBER 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 13th December 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

In Attendance: Amanda Mugford, Town Clerk. Mr A Webb, Amenities & Projects Officer (from and to points mentioned)

The Chairman explained the safety procedures to all present.

S.179 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

S.179.2 RESOLVED that the apologies from Councillors Pearce and Winter for not attending the Staffing Committee meeting held on 12th December 2017 were received.

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.180 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

The Town Clerk declared an interest in agenda item S.188; she would remain in the room for the purpose of taking the minutes and providing any additional information that was required by the Committee.

S.181 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.182 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.183 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 15th NOVEMBER 2017

S.183.2 RESOLVED that the minutes of the Staffing Committee meeting held on 15th November 2017 were received and approved

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Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

**S.184 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW,
FOR INFORMATION ONLY**

There were no matters arising.

**S.185 TO RECEIVE THE CURRENT NET POSITION BY CODE OF THE
STAFFING REVENUE BUDGET 2017/2018, NOTE COMMITTED
EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE
ACTION.**

The Town Clerk drew attention to the Finance & Administration Staff Travel budget. The allocation for the financial year had almost been spent; this was due to the Amenities & Projects Officer correctly being reimbursed for visits to Unit 5 and increased members of staff. Training travel costs were taken from the Staff Training budget.

**S.185.3 RESOLVED to transfer £500 from the Staff
Contingency budget to the Staff
Travel budget**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

The Town Clerk also drew attention to the Corporate Management Health and Safety budget and advised that it would need to be monitored closely to avoid over spending. The primary expense was the fee paid to Ellis Whittam for Health, safety and Welfare services.

**S.185.3 RESOLVED to receive the current net
position by code of the Staffing
Revenue Budget 2017/2018 and
note committed expenditure to
date.**

Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

**S.186 TO RECEIVE THE GENERAL RISK ASSESSMENT REPORT ON
HEALTH, SAFETY AND WELFARE FROM ELLIS WHITTAM,
AGREE ACTION AND AUTHORISE ASSOCIATED
EXPENDITURE ACCORDINGLY.**

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The Committee considered the General Risk Assessment Report, Action Plan and SWOT analysis. All were pleased with the report which was very thorough; the results reflected the Council's strong commitment to Health, Safety and Welfare and the excellent processes and practices employed by all members of staff

- S.186.2 RESOLVED** to receive the **General Risk Assessment Report from Ellis Whittam and to send the Committee's congratulations to all members of staff for the exemplary and positive report which recognised everyone's hard work**

Proposed by Councillor Champion
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

- S.187 TO RECEIVE THE FIRE RISK ASSESSMENT REPORT FOR UNIT 5 CARN BREA BUSINESS PARK FROM KBM FIRE SAFETY SERVICES, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE ACCORDINGLY.**

- S.187.2 RESOLVED** to receive the **Fire Risk Assessment Report for Unit 5 Carn Brea Business Park from KBM Fire Safety Services and to send the Committee's congratulations to the Amenities & projects Officer and all members of the Amenities team**

Proposed by Councillor Fox
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

- S.188 TO RECEIVE CORRESPONDENCE FROM CAMBORNE COMMUNITY CENTRE AND LLAWNROC PARKING SERVICES REGARDING PARKING PROVISION AT THE PASSMORE EDWARDS BUILDING, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Mr A Webb entered the meeting and explained the proposal received from Llawncroc parking services. There were two elements; staff and Councillors. Ten permits would be provided for use by staff and visitors (these would not be named) at the car park adjacent to the railway station. Councillors would be provided with pre-printed parking notices with agenda papers detailing the date and time of the meeting; these were to be displayed in their cars accordingly. Llawncroc would be provided with details of meetings in advance.

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- S.188.2 RESOLVED** to receive correspondence from Camborne Community centre and Llawnroc Parking Services regarding parking provision at Camborne Community Centre; approve the quotation from Llawnroc Parking services and authorise associated expenditure accordingly.

Proposed by Councillor Godolphin
Seconded by Councillor Fox

On a vote being taken the motion was approved unanimously.

Councillors thanked Mr Webb for his hard work on the matter. Mr Webb left the meeting.

- S.189 TO RECEIVE THE SOUTH WEST COUNCILS APPLICATION FOR EMPLOYMENT MONITORING FORM AND APPROVE ACTION**

- S.189.2 RESOLVED** to adopt the South West Councils application for Employment Monitoring Form with the addition of a tick box for Cornish ethnicity and to request an updated version from South West Councils to comply with the new Data Protection Regulations from May 2018

Proposed by Councillor Fox
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

- S.190 TO AUTHORISE THE PURCHASE OF LICENCES FOR ELLIS WHITTAM ON LINE HEALTH AND SAFETY TRAINING FOR ALL NEW MEMBERS OF STAFF**

- S.190.2 RESOLVED** to approve the purchase of Ellis Whittam on line Health and Safety Training licences for all new members of staff and authorise the associated expenditure from the Staff Training budget

Proposed by Councillor Collins
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.191 TO RECEIVE THE SOUTH WEST COUNCILS NEWSLETTERS FOR NOVEMBER AND DECEMBER 2017 INCLUDING THE NATIONAL EMPLOYERS FOR LOCAL GOVERNMENT SERVICES PAY OFFER) AND APPROVE ACTION

The Town Clerk summarised the information in the newsletters regarding negotiations for a new pay agreement. The Trade Union pay claim for 2018 was 5% on all pay points and the newsletter highlighted the challenge to public sector budgets due to the National Living Wage. It was estimated from pay modelling undertaken to date that there could be an increase of 4-6% on the national pay bill from 2018-2020.

The National Employers for Local Government Services had proposed a flat rate increase of 2% at SCP20 and above; from 2019 the bottom rate would be £9.00 per hour.

The Town Clerk illustrated the effect of the proposed new pay scales on the existing establishment using the annex to the National Employers Pay Offer.

There was a discussion about the draft budget and the adequacy of the current allocations which had been based on an increase of 1% plus performance increments. Councillors expressed concerns about the impact of the new agreement on the Council's finances should the Council fail to include sufficient resources in the budget.

- S.191.2 RESOLVED** **to receive the South West Councils newsletters for November and December 2017 and to recommend to the Finance and General Purposes Committee that the salaries budgets for 2018/2019 be increased by a minimum of 2% (not including performance increments) to reflect the ongoing pay negotiations between the Unions and the Employers for Local Government Services**

Proposed by Councillor Fox
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously

S.192 TO REVIEW AND APPROVE THE ANNUAL LEAVE POLICY

Councillors agreed that no changes to the policy were needed.

- S.192.2 RESOLVED** **that the Annual Leave Policy was approved.**

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Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously

S.193 TO REVIEW AND APPROVE THE TIME OFF FOR PUBLIC DUTIES POLICY

S.193.2 RESOLVED that the Time Off for Public Duties Policy was approved

Proposed by Councillor Godolphin
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.194 TO REVIEW AND APPROVE THE WHISTLE BLOWING POLICY

S.194.2 RESOLVED that the Whistleblowing Policy was approved with amendments to the contact details to reflect current post holders

Proposed by Councillor Fox
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.195 TO REVIEW AND APPROVE THE HEALTH AND SAFETY POLICY ON EYE TESTS AND CORRECTIVE APPLIANCES

S.195.2 RESOLVED that the Health and Safety Policy on eye tests and corrective appliances was approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.196 TO REVIEW AND APPROVE THE TRAINING AND DEVELOPMENT POLICY

S.196.2 RESOLVED that the Training and Development Policy was approved

Proposed by Councillor Champion
Seconded by Councillor Fox

On a vote being taken the motion was approved unanimously.

S.197 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.197.2 RESOLVED to exclude the press and public due to the confidential nature of the business to be discussed.

Proposed by Councillor Dalley
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

S.198 TO RECEIVE THE SIX MONTH REVIEW FOR THE FINANCE AND ADMINISTRATION OFFICER AND AGREE ANY APPROPRIATE ACTION.

S [REDACTED]

Proposed by Councillor Fox
Seconded by Councillor Champion

On a vote being taken the motion was approved unanimously.

S.199 TO CONSIDER THE TRAINING AND DEVELOPMENT NEEDS OF THE:

- i. Finance and Administration Officer**
- ii. Committee Support Officer**

AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

S.199.2 RESOLVED to approve the provision ILCA, Computerised Payroll and Project Management training for the Finance & Administration Officer and authorise associated expenditure from the Staff training budget

Proposed by Councillor Champion
Seconded by Councillor Godolphin

On a vote being taken the motion was approved unanimously.

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S.199.3 RESOLVED to approve the provision of ILCA and ECDL training for the Committee Support officer and authorise associated expenditure from the Staff Training budget

Proposed by Councillor Godolphin
Seconded by Councillor Fox

On a vote being taken the motion was approved unanimously.

S.200 TO CONSIDER A REQUEST FROM THE AMENITIES AND PROJECTS OFFICER TO GRANT COMPASSIONATE LEAVE OF ABSENCE FOR A MEMBER OF THE AMENITIES TEAM

S.200.2 RESOLVED AS THE SUBSTANTIVE MOTION



Proposed by Councillor Fox
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.201 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING ABSENCE MANAGEMENT

S.201.2 RESOLVED to receive the verbal update from the Town Clerk regarding absence management arrangements with all the best wishes of the Committee

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously.

The Town Clerk would keep the Chairman of the Committee informed as more information was known.

There being no further business the Chairman closed the meeting at 11.12am.

SIGNED BY THE CHAIRMAN.....

DATE