

# Meeting Minutes

The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

## MINUTES:

**of the meeting of the Staffing Committee held at the Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA, on Wednesday 31<sup>st</sup> January 2024 at 10.30 am.**

## PRESENT:

**Councillor V Dalley**

**Councillor J Ball**

**Councillor Z Fox**

**Councillor C Godolphin**

**Councillor C Lawrence**

**Councillor M Williams**

**Chairman**

**Vice Chairman**

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Jane Weston, HR Officer; and Louise Cantrill (Skylite Associates Ltd).**

### **S.1094 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

### **S.1095 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

There were no apologies, all Councillors were present.

### **S.1096 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 interests.

### **S.1097 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

### **S.1098 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.1099 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 6<sup>TH</sup> DECEMBER 2023, FOR SIGNING BY THE CHAIRMAN**

**S.1099.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 6<sup>th</sup> December 2023 were received, approved, and signed by the Chairman**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1100 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 6<sup>TH</sup> DECEMBER 2023, FOR SIGNING BY THE CHAIRMAN**

**S.1100.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 6<sup>th</sup> December 2023 were received, approved, and signed by the Chairman**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1101 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.1102 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 3E MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS AND GIVE EVIDENCE IN RESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)**

There were no members of the public present.

**S.1103 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF DECEMBER 2023 AND AGREE ACTION**

It was noted that accounts were now three quarters of the way through the financial year and showed that they should remain under budget overall.

**S.1103.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of December 2023 was received**

Proposed by Councillor V Dalley  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.1104 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR DECEMBER 2023, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1104.2 RESOLVED: that Cornwall Pension Fund Newsletter for December 2023 was received**

Proposed by Councillor C Lawrence  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.1105 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JANUARY 2024, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1105.2 RESOLVED: that Cornwall Pension Fund Newsletter for January 2024 was received**

Proposed by Councillor C Lawrence  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.1106 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.1106.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public, with the exception of Louise Cantrill, were excluded due to the confidential nature of the business to be discussed**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1107 TO RECEIVE A COPY OF THE 4TH INTERNAL HR BULLETIN FROM THE HR OFFICER**

The HR Officer reported that the HR Bulletins have been received well and staff have started to contribute to them. The HR Officer talked about how articles reflected the policies implemented by the Council. Going forward it would now include what training staff had completed.

**S.1107.2 RESOLVED: that a copy of the 4<sup>th</sup> Internal HR bulletin from the HR Officer was received**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1108**

**TO RECEIVE 6-MONTH APPRAISALS FOR;**

- i) Town Clerk**
- ii) Administrative Support Officer**
- iii) Finance Manager**
- iv) Library Supervisor**
- v) Library & Council Support Assistant (3)**
- vi) Amenities Technician (4)**

**agree action and authorise expenditure**

Councillors thanked all the staff for their hard work and support and noted that everyone had coped well in difficult circumstances.

The Town Clerk proposed conflict training for up to 18 members of staff. Quotation was for £75 per person. This was for an in person day course for staff who dealt with the public [REDACTED]

**S.1108.2**

**RESOLVED: that the 6 month appraisals for the Town Clerk, Administrative Support Officer, Finance Manager, Library Supervisor, 3 x Library & Council Support Assistants and 4 x Amenities Technicians were received en bloc**

Proposed by Councillor J Ball  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.1108.3**

**RESOLVED: that the conflict resolution training quote was received and the training at £75 per person for up to 18 members of staff was approved with the expenditure authorised from the Staff Training Budget 4060/200 220 240**

Proposed by Councillor Z Fox  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1109**

**TO RECEIVE 12-MONTH APPRAISALS FOR;**

- i) Head of Community & Culture**
  - ii) Amenities Technician (2)**
- agree action and authorise expenditure.**

**S.1109.2**

**RESOLVED: that the 12 month appraisal for the Head of Community & Culture [REDACTED] was received, and that a SCP 1-point salary increase, effective from 1<sup>st</sup> December 2023 – [REDACTED] was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised. ILCA to CILCA training was approved; and the associated expenditure**

**to be taken from Cost Centre 200 cost code 4060 was authorised**

[REDACTED]

Proposed by Councillor J Ball  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.1109.3**

**RESOLVED: that the 12 month appraisal for both Amenities Technicians: [REDACTED] was received, and that a SCP 1-point salary increase, effective from 1<sup>st</sup> January 2024 [REDACTED] and the associated expenditure to be taken from, cost centre 220 Staff Amenities 4000 Salaries budget, was authorised.**

Councillors asked that the street weeding map which had been approved by the Amenities Committee, be shared with all councillors.

Proposed by Councillor J Ball  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1110**

**TO RECEIVE A VERBAL PRESENTATION AND WRITTEN REPORT FROM SKYLITE ASSOCIATES REGARDING THE ORGANISATIONAL REVIEW AND STAFF STRUCTURE, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**S.1110.2**      **RESOLVED: that the verbal presentation and written report from Skylite Associates regarding the organisational review and staff structure, was received.**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1110.3**      **RESOLVED: that the updated Job Description and person specification for the Head of Strategic Development, was approved.**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1110.4**      **RESOLVED:** [REDACTED]

Proposed by Councillor Z Fox  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1110.5**      **RESOLVED: that the updated staff structure was received and associated expenditure, was approved.**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1111**      **TO CONSIDER THE APPROVAL OF LEAVE ROLLOVER FOR STAFF FROM 2023/2024 TO THE NEXT LEAVE YEAR, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

[REDACTED]

**S.1111.2 RESOLVED: that leave rollover for staff from 2023/2024 to the next leave year was approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1112 TO RECEIVE A VERBAL UPDATE ON RECENT RECRUITMENT, AND STAFF SHORTAGES FROM THE TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

[REDACTED]

The Town Clerk had received a motion from Councillor Miles that a future Climate Change meeting would be held in the evening before an Amenities Meeting. She said that she would get back to him and request a meeting but explained that it may be on a future full council agenda.

Councillors discussed that meetings should be constructive and as short and relevant as possible. The Councillors talked about the need to attract Councillors who want to stand and attend meetings, which could include more evening meetings in the future. It was also discussed that other councils had evening meetings and it would be something that should be re-visited in the future. The Town Clerk advised that more evening meetings would have an increased cost.

**S.1112.2**

**RESOLVED: that the verbal update on recent recruitment and staff shortages from the Town Clerk, was received.**

Proposed by Councillor J Ball  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.17am.

SIGNED BY THE CHAIRMAN.....

DATE .....

REDACTED