

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 6th December 2023 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

from point mentioned

IN ATTENDANCE:

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

S.1073 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.1074 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.1074.2 RESOLVED: that apologies from Councillor Z Fox for late arrival to the meeting of the Staffing Committee held on the 6th December 2023 were received

Proposed by Councillor V Dalley

Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1075 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.1076 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.1077 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.1078 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 4TH OCTOBER 2023, FOR SIGNING BY THE CHAIRMAN

S.1078.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 4th October 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, by those entitled to vote.

S.1079 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 4TH OCTOBER 2023, FOR SIGNING BY THE CHAIRMAN

S.1079.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 4th October 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, by those entitled to vote.

S.1080 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.1081 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.1082 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF OCTOBER 2023 AND AGREE ACTION

It was noted by the Town Clerk that there had been recent increase in Health and Safety provision and employee welfare, but budgets were still where they expected them to be at this time in the financial year.

S.1082.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of October 2023 was received

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.1083 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR OCTOBER 2023, AGREE ACTION AND AUTHORISE EXPENDITURE

The HR Officer explained that they were due to attend the final pay training in December, but they had been unable to attend, so they would attend another available training session in early 2024.

The HR Officer recommended that the re-enrolment/ staging date for submission to Cornwall Pension Fund should be 31st March 2024.

S.1083.2 RESOLVED: that the Cornwall Pension Fund Newsletter for October 2023 was received and the re-enrolment/ staging date for submission to Cornwall Pension Fund of 31st March 2024; was approved

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1084 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR NOVEMBER 2023, AGREE ACTION AND AUTHORISE EXPENDITURE

S.1084.2 RESOLVED: that the Cornwall Pension Fund Newsletter for November 2023 was received

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1085 TO RECEIVE AN UPDATE ON THE NJC PAY OFFER FOR 2023/2024, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Council is a 'Green Book' employer and subject to the National Agreement on pay. An agreement of £1,925 for full time employees to spinal point 43 and 3.88% for scale points above, adjusted pro rata for all public sector employees had been reached, the increase to be backdated to 1st April 2023.

S.1085.2 RESOLVED: that an update on the NJC pay offer for 2023/2024, with the increase backdated to 1st April 2023, was received, and approved

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.1086 TO RECEIVE A DRAFT LOCAL GOVERNMENT PENSION SCHEME EMPLOYER'S DISCRETIONS POLICY AND AGREE ANY ACTION

The HR Officer outlined that the Discretions Policy was a document which had been requested by Cornwall Pension Fund and was a document which required renewal every 3 years. Most of the discretions

were mandatory and were to be considered on a case-by-case basis by the Staffing Committee.

S.1086.2 RESOLVED: that a draft Local Government Pension Scheme Employer's Discretion policy, was received, and approved

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1087 TO RECEIVE A WRITTEN REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING THE STAFFING COMMITTEE DRAFT REVENUE BUDGET FOR 2024/2025, THREE-YEAR FINANCIAL PLAN AND DRAFT BUDGET, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk explained that the Budgets for each department had already been approved in other committee meetings. There had been consideration given to possible annual salary increases and there had also been exceptional uplift in training and events.

S.1087.2 RESOLVED: that a written report from the Responsible Finance Officer regarding the Staffing Committee draft revenue budget for 2024/2025, three-year financial plan and draft budget, was received

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1087.3 RESOLVED: that the Staffing Committee draft revenue budget for 2024/2025, three-year financial plan, was approved

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1088 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.1088.2 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 C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

Councillor Z Fox entered the meeting at 10.50am.

S.1089

TO RECEIVE A WRITTEN REPORT FROM SKYLITE ASSOCIATES LTD REGARDING RECRUITMENT AND STAFFING, AGREE ACTION AND AUTHORISE EXPENDITURE

[REDACTED]

[REDACTED]

S.1089.2

RESOLVED: that the written report from Skylite Associates Ltd regarding recruitment and staffing, was received and the recruitment of a Head of Facilities with associated expenditure authorised and job description; was approved

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1090

TO RECEIVE A TRAINING REQUEST FROM THE TOWN CLERK, FOR THE AMENITIES TEAM, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk outlined that the training was for all 6 members of the Amenities Team, and it was for Playground Inspection Training. This would ensure that all members of the team were fully trained in that area. The Town Clerk explained that this would be funded from the HR EMRs budget.

S.1090.2

RESOLVED: that the training request from the Town Clerk, for the Amenities Team, was received and associated expenditure; was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.1091

TO RECEIVE AN UPDATE ON RECENT RECRUITMENT AND SUPPORT FOR STAFF SHORTAGES FROM THE TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE

[REDACTED]

[REDACTED]

S.1091.2 RESOLVED: that the update on recent recruitment and support for staff shortages from the Town Clerk, was received

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1091.3 RESOLVED: that the recommendation from Large Projects Working Party, that the recruitment of the Business Development Officer be put on hold, due to Project changes; was approved

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1092 TO RECEIVE A WRITTEN UPDATE ON HR SUPPORT FROM THE HR OFFICER, AGREE ACTION AND AUTHORISE EXPENDITURE

The HR Officers outlined the current measures that staff used for the well-being of staff. They discussed that signposting had always gone through Line Managers. The proposal was for an HR package called an Employee Assistance Programme that offered 24/7 access for all employees and their immediate families. It was a self-referral system, which sat on their own mobile device, and they could access help whenever they need it. The HR Officer re-iterated that the Employee Assistance Programme would not take away the measures that were already in place but would enhance what was currently offered. The HR Officer also gave a brief overview of what the confidential app provided for employees and included: 24/7, 365 confidential helplines, structured counselling to help support issues such as: Physical wellbeing, social wellbeing, Financial & Legal wellbeing, Mental wellbeing. The app also gave employees access to health plans, mood tracker, perks and discounts, wellbeing podcasts, support, sleep assistance, recipes, meditation, newsletters, webinars.

The HR Officer and the Town Clerk had met with a couple of providers for the Employee Assistance Programme. The preferred option was with Health Assured (10 sessions per issue) and they had

quoted £83.33 per month + VAT over 5 years. They proposed to get a package from 1st April 2024, for the start of the next financial year. The Town Clerk confirmed this could be managed within the proposed budget in place under the Staffing other costs code.

Louise Cantrill also confirmed to members, that they had worked with a number of companies who had used the Employment Assistance Programme provided by Health Assured and all had spoken very highly about the enhanced support it had given their employees.

S.1092.2 RESOLVED: that the written update on HR Support from the HR Officer, was received

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1092.3 RESOLVED: that the subscription of HR Software with Health Assured to start on 1st April 2024 and the associated expenditure authorised from Staffing other costs; was approved

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1093 TO CONSIDER A REVISED PAYROLL DATE FOR DECEMBER 2023, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk informed members that the normal monthly pay date for wages was the 25th of the month and advised that it be brought forward for December, in the event of any issues, and staff not receiving their wages until the new year.

S.1093.2 RESOLVED: that the revised payroll date for December, 18th December 2023; was approved

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.23 am.

SIGNED BY THE CHAIRMAN.....

DATE

REDACTED