

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 September 2023 at 10.30 am.

PRESENT:

Councillor V Dalley

Councillor J Ball

Councillor Z Fox

Councillor C Godolphin

Councillor M Williams

Chairman

Vice Chairman

from and to point mentioned

IN ATTENDANCE:

Samantha Hughes, Town Clerk; Dave Garwood, Amenities and Projects Officer and DPO; Jane Weston, HR Assistant; Rose Hitchens-Todd, Engagement Officer; and Louise Cantrill (Skylite Associates Ltd).

S.1041 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.1042 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.1042.2 RESOLVED: that apologies from Councillor C Lawrence for non-attendance of the meeting of the Staffing Committee held on the 6th September 2023 were received

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1043 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

Councillor Z Fox declared an interest in part of Agenda Item 18.
J Weston declared an interest in some of Agenda Item 17 and
L Cantrill declared interests in some parts of Agenda Item 17.

S.1044 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.1045 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.1046 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 12TH JULY 2023, FOR SIGNING BY THE CHAIRMAN

S.1046.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 12th July 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.1047 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 12TH JULY 2023, FOR SIGNING BY THE CHAIRMAN

S.1047.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 12th July 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.1048 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.1049 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.1050 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF JULY 2023 AND AGREE ACTION

S.1050.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of July 2023 was received

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1051 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JULY 2023, AGREE ACTION AND AUTHORISE EXPENDITURE

S.1051.2 RESOLVED: that Cornwall Pension Fund Newsletter for July 2023 was received

Proposed by Councillor M Williams
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1052 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR AUGUST 2023, AGREE ACTION AND AUTHORISE EXPENDITURE

S.1052.2 RESOLVED: that Cornwall Pension Fund Newsletter for August 2023 was received

Proposed by Councillor C Godolphin
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1053 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.1053.2 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.1054 TO RECEIVE A COPY OF THE 3RD INTERNAL HR BULLETIN AND AN UPDATE FROM THE HR ASSISTANT ON THE NEW HR SYSTEM

The HR Assistant reported that the implementation of the new system was going well, and she was going to spend some time with each team to familiarise them with the different functions.

Some teams are already using the system and finding it easier. Managers will be able to use to see who is working on each site and for training as well.

S.1054.2 RESOLVED: that a copy of the 3rd Internal HR bulletin, and an update from the HR Assistant on the new HR system were received

Proposed by Councillor Dalley
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

S.1055

TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING LIBRARY RESOURCING, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk advised that there had been a successful internal appointment for the Library Supervisor role, and that the hours vacated had been offered to internal staff as well with success. The Senior Library Officer is confident and happy with the new arrangement and cover in place.

A question was asked regarding cover with there being less members of the team, but with agency cover and a rota for back up the library team are confident they will be able to still provide a service when short staffed.

S.1055.2

RESOLVED: that a verbal update from the Town Clerk regarding Library resourcing was received

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1056

TO CONSIDER THE APPROVAL OF CHRISTMAS OPENING/CLOSING, AND STAFF LEAVE, AGREE ACTION AND AUTHORISE EXPENDITURE

Councillors discussed the Christmas break, and it was agreed that staff should be gifted Friday 22nd December 2023; this gift being pro-rata for part time members of staff. Hence the Council and all the services that it provides would be closed for business from the end of the day on Thursday 21st December and would re-open on Tuesday 2nd January 2024.

S.1056.2

RESOLVED: that Friday 22nd December 2023 be gifted to all members of staff, pro rata for part time members of staff, was approved

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

The Amenities and Projects Officer & DPO and Engagement Officer entered the room at 10.46am

S.1057

TO RECEIVE A WRITTEN REPORT ON AN ORGANISATIONAL AND STAFFING REVIEW FROM SKYLITE ASSOCIATES LTD, INCLUDING JOB DESCRIPTIONS, AGREE ACTION AND AUTHORISE EXPENDITURE

Skylite Associates explained that this review had taken place over the summer and that there had been considerable work with the wider teams getting their participation and thoughts on what we need.

The recommendations had been carefully considered and are there to support us going forward with some large projects and work that will have a massive impact on workloads and outputs of the council.

The Amenities and Projects Officer & DPO and Engagement Officer also explained a bit about the roles in their departments, and how this would work.

Costs of the proposals were discussed, and budgets reviewed and considered.

The HR Assistant left the meeting at 10.50am

S.1057.2 RESOLVED: that a written report on an Organisational and Staffing Review from Skylite Associates Ltd, including Job Descriptions, was received

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1057.3 RESOLVED: that the HR Officer Job Description and Person Specification, with the current HR Assistant taking on the role [REDACTED], was approved and the associated expenditure was authorised

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1057.4 RESOLVED: that increased hours for the HR Officer role, from 17 hours per week to 23 hours a week, to begin as soon as practicable, were approved

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

The HR Assistant re-joined the meeting at 11.07am

S.1057.5 RESOLVED: that the Library Manager Job Description and Person Specification, replacing the current Senior Library Officer post, was authorised and that the current holder take on the role [REDACTED], was approved

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

Louise Cantrill of Skylite Associates Ltd left the meeting at 11.10am

S.1057.6 **RESOLVED: that the Communications and Engagement Manager Job Description and Person Specification, and that the current Engagement Assistant take on the role [REDACTED], was approved and the associated expenditure was authorised**

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1057.7 **RESOLVED: that the Communications and Engagement Manager's role increase from 18.5 hours to 37 hours per week as soon as practicably possible, was approved**

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

Louise Cantrill of Skylite Associates Ltd returned to the meeting at 11.18am

S.1057.8 **RESOLVED: that the Events and Widening Participation Manager Job Description and Person Specification, with the role being offered to the current Events Manager [REDACTED], was approved and the associated expenditure was authorised**

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

The Amenities and Projects Officer and DPO left the meeting at 11.23am

S.1057.9 **RESOLVED: that the Job Description and Person Specification for Head of Strategic Projects (DPO) change from Amenities and Projects Officer (DPO), with the current holder slotted in, was approved**

Proposed by Councillor Z Fox
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

The Engagement Officer left the meeting at 11.34am

S.1057.10 **RESOLVED: that the Job Description and Person Specification for Head of Community and Culture change from Engagement Officer, with the current role holder slotted in, was approved**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

- S.1057.11** **RESOLVED: that the updated Job Description and Person specification for the Administration Assistant, including an increase in working hours from 16 to 20 hours, was approved**
- Proposed by Councillor Z Fox
Seconded by Councillor M Williams
- On a vote being taken the matter was approved unanimously.
- S.1057.12** **RESOLVED: that the recruitment through the usual recruitment methods for the Administration Assistant was approved and the associated expenditure was authorised**
- Proposed by Councillor C Godolphin
Seconded by Councillor J Ball
- On a vote being taken the matter was approved unanimously.
- S.1057.13** **RESOLVED: that an interview panel for the Administration Assistant role comprising the Town Clerk, Councillor J Ball and Councillor V Dalley, was approved**
- Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin
- On a vote being taken the matter was approved unanimously.
- S.1057.14** **RESOLVED: that the Head of Finance and Administration (RFO) Job Description and Person Specification was approved and the expenditure associated with the position was authorised**
- Proposed by Councillor C Godolphin
Seconded by Councillor J Ball
- On a vote being taken the matter was approved unanimously.
- S.1057.15** **RESOLVED: that the external recruitment, including the use of external agencies if needed, to ensure the recruitment of the appropriate skillset was approved and the associated expenditure, up to 18% of the salary, was authorised**
- Proposed by Councillor C Godolphin
Seconded by Councillor J Ball
- On a vote being taken the matter was approved unanimously.
- S.1057.16** **RESOLVED: that an interview panel comprising of the Town Clerk, Louise Cantrill, and Councillor J Cosgrove, with Councillor M Williams as deputy, was approved**
- Proposed by Councillor J Ball
Seconded by Councillor C Godolphin
- On a vote being taken the matter was approved unanimously.

S.1057.17 **RESOLVED: that the Business Development Officer Job Description and Person Specification, new fixed term role (3 years) was approved, and the expenditure associated with the position and recruitment was authorised**

Proposed by Councillor Z Fox
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1057.18 **RESOLVED: that an interview panel for the Business Development Officer role, comprising the Deputy Proper Officer, Town Clerk and Cllr V Dalley, was approved**

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1057.19 **RESOLVED: that virements as required across staffing codes in 2023-2024 for expenditure in the report, were approved. The expenditure of up to £20,000 from the Human Resources EMR during 2023-2024, with the Business Development Officer funded from the EMR for the duration of the contract, was authorised**

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

Councillor Fox and Louise Cantrill left the meeting at 11.51am

S.1057 **TO RECEIVE AN UPDATE ON STAFFING MATTERS FROM THE TOWN CLERK AND SKYLITE ASSOCIATES LTD, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

[REDACTED]

S.1058.2 **RESOLVED: that an update on staffing matters from the Town Clerk and Skylite Associates Ltd, were received, and that a panel of Councillors be set up to deal with new and outstanding matters. Councillors Ball, Dalley, and Godolphin were appointed as panel members**

Proposed by Councillor Williams
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

S.1058.3

RESOLVED: To recommend to Full Council that the panel of 3 Councillors as appointed (Councillors Ball, Dalley and Godolphin) be given delegated authority to deal with outstanding matters, taking any action needed, and report back to the Staffing Committee, was approved

Proposed by Councillor Williams
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

Councillor Z Fox and Louise Cantrill returned to the meeting at 11.58am.

The Town Clerk also gave brief details of a serious matter that was being dealt with at the moment and advised that the Staffing Committee would be kept informed.

S.1058.4

[REDACTED]

Proposed by Councillor Godolphin
Seconded by Councillor Ball

On a vote being taken the matter was approved unanimously.

The Town Clerk advised that due to the changes in the government's stance on COVID, that the new recommendation is to treat it like any other illness.

S.1058.5

RESOLVED: that Camborne Town Council discontinue the use of the COVID risk assessment, and following government advice treat this illness like any other, staying home if too unwell to come to work

Proposed by Councillor Godolphin
Seconded by Councillor Ball

On a vote being taken the matter was approved unanimously.

[REDACTED]

There being no further business the Chairman closed the meeting at 12.14am.

SIGNED BY THE CHAIRMAN.....

DATE

REDACTED