

# Meeting Minutes

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

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## MINUTES:

**of the meeting of the Staffing Committee held at the The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA, on Wednesday 8<sup>th</sup> March 2023 at 10.30 am.**

## PRESENT:

**Councillor V Dalley** Chairman  
**Councillor Z Fox**  
**Councillor C Godolphin**  
**Councillor M Williams**

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Melanie Negus, Administrative Support Officer; Jane Weston, HR Assistant; and Louise Cantrill (Skylite Associates).**

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### **S.981 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

### **S.982 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

#### **S.982.2 RESOLVED: that apologies from Councillors C Lawrence and D Wilkins for non-attendance of the meeting of the Staffing Committee held on the 8<sup>th</sup> March 2023 were received**

Proposed by Councillor V Dalley  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

### **S.983 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.984 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

### **S.985 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.986 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 11<sup>TH</sup> JANUARY 2023, FOR SIGNING BY THE CHAIRMAN**

**S.986.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 11<sup>th</sup> January 2023 were received and approved, and signed by the Chairman**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously by those entitled to vote.

**S.987 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

The HR Assistant informed members that she was working on the first HR Bulletin and had been discussing with the Engagement team the use of Male Chimp for this.

The Town Clerk informed members that they had had to change providers for the Mental Health Training, and when dates became available the most interested parties would be prioritised. Councillors Z Fox and V Dalley expressed interest in attending the training.

**S.988 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.989 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF FEBRUARY 2023 AND AGREE ACTION**

The Town Clerk informed members that any overspends would be covered by underspends, and surpluses would be moved to Earmarked Reserves for staffing expenses.

**S.989.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of February 2023 was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.990 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JANUARY 2023, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.990.2 RESOLVED: that a Cornwall Pension Fund Newsletter for January 2023 was received**

Proposed by Councillor V Dalley

Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.991 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR FEBRUARY 2023, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.991.2 RESOLVED: that a Cornwall Pension Fund Newsletter for February 2023 was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.992 TO RECEIVE A SOUTH-WEST COUNCILS NEWSLETTER FOR JANUARY 2023, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.992.2 RESOLVED: that a South-West Council's Newsletter for January 2023, was received**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.993 TO RECEIVE A REPORT FROM THE RFO ON UNDERSPENDS FOR THE STAFFING BUDGET FOR 2022/23 AND AGREE ACTION**

**S.993.2 RESOLVED: that a report from the RFO on underspends for the Staffing Budget for Financial Year 2022/23, was received. Underspends of £1,000 and above be transferred to Council Expansion Earmarked Reserve, and underspends under £1,000 be transferred to the General Fund, was approved**

Proposed by Councillor V Dalley  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.994 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.994.2 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 C Godolphin

On a vote being taken the matter was approved unanimously.

- S.995 TO RECEIVE THE 6 MONTH PERFORMANCE APPRAISALS FOR THE:**
- a) Amenities Technicians**
  - b) Amenities Manager**
  - c) Administrative Support Officer**
  - d) Senior Library Officer**
  - e) Committee Support Officer**
  - f) Town Clerk**

**S.995.2 RESOLVED: that the 6 month performance appraisal for Ashley Hugo was received**

Proposed by Councillor V Dalley  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.995.3 RESOLVED: that the 6 month performance appraisal for David Goldsworthy was received**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.995.4 RESOLVED: that the 6 month performance appraisal for Johnny Guyett was received**

Proposed by Councillor V Daley  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.995.5 RESOLVED: that the 6 month performance appraisal for Rob Piper was received**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.995.6 RESOLVED: that the 6 month performance appraisal for Zach Bennets was received**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.995.7 RESOLVED: that the 6 month performance appraisal for Wayne Harrison was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.995.8 RESOLVED: that the 6 month performance appraisal for Nick George was received**

Proposed by Councillor M Williams  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.995.9 RESOLVED: that the 6 month performance appraisal for Melanie Negus was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.995.10 RESOLVED: that the 6 month performance appraisal for Lotti Stapleton was received**

Proposed by Councillor V Dalley  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.995.11 RESOLVED: that the 6 month performance appraisal for Sally Williams was received**

Proposed by Councillor Z Fox  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.995.12 RESOLVED: that the 6 month performance appraisal for Samantha Hughes was received**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.996 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING INTERNSHIP WITHIN THE ENGAGEMENT AND LIBRARY TEAM OVER THE COMING MONTHS AND AGREE ACTION**

The Town Clerk informed members that the cost of hiring interns would be reclaimed from Exeter University, and their placement with the Town Council would form part of their qualification. The Job description and further information would be brought to the next meeting.

**S.996.2 RESOLVED: that a verbal update from the Town Clerk regarding internship within the Engagement and Library Teams was received; and the hiring of interns was approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.997 TO RECEIVE A PATERNITY REQUEST FROM A MEMBER OF STAFF AND AGREE ACTION**

**S.997.2 RESOLVED: that a Paternity leave request from [REDACTED] was received and approved**

Proposed by Councillor Z Fox  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**S.998 TO RECEIVE AN UPDATE FROM THE HR ASSISTANT ON RECENT RECRUITMENT AND AGREE ACTION**

The HR Assistant informed members that the recruitment of four members of staff was in progress:

- Admin Assistant
- Finance Assistant
- Engagement Assistant
- Amenities Technician

The Admin Assistant role had been filled, with a starting of the 4<sup>th</sup> April.

Interviews were taking place on 13<sup>th</sup> March for the Finance Assistant role.

The shortlisting for the Engagement assistant role were taking place today.

The deadline for applications for the Amenities Technician had been extended due to the lack of applications.

**S.998.2 RESOLVED: that an update from the HR Assistant on recent recruitment was received**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.999 TO RECEIVE A VERBAL PROPOSAL FROM SKYLITE ASSOCIATES LTD FOR MANAGEMENT TRAINING AND SUPPORT, AGREE ACTION AND AUTHORISE EXPENDITURE**

Louise reported on training that could be provided by Insights for the Senior Management Team, on Self Awareness, and Team Work, at a cost of £720.

**S.999.2 RESOLVED: that a verbal proposal from Skylite Associates Ltd for Insights Management Training and Support was received; and the training approved. The expenditure of £720 was authorised to be taken from Cost Centre 200 Staff Administration, Cost Code 4060 Staff Training**

Proposed by Councillor Z Fox  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**S.1000 TO RECEIVE A DRAFT JOB ADVERT AND JOB DESCRIPTION FOR LIBRARY ASSISTANT (SATURDAYS), AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1000.2 RESOLVED: that a draft Job Advert, and Job Description for a Library Assistant (Saturdays), were received and approved. The associated expenditure for recruitment and staffing salaries and oncosts to be taken from budget 200 Staff Administration cost code 4100 Staff Recruitment and Salaries, was authorised**

Proposed by Councillor C Godolphin  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.1001 TO RECEIVE A DRAFT TOIL POLICY AND UPDATE ON POLICIES FROM SKYLITE ASSOCIATES LTD, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1001.2 RESOLVED: that a draft Toil Policy, and update on policies from Skylite Associates Ltd, were received and approved**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1001.3 RESOLVED: that the enhanced payment to staff having to work outside of their normal hours on extraordinary occasions (Christmas, bin emptying etc), was approved**

Proposed by Councillor V Dalley  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.1002 TO RECEIVE AN UPDATE ON STAFFING MATTERS FROM THE TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1002.2 RESOLVED: that a leave request from the Deputy Proper Officer in the absence of the Town clerk, was approved as a one off, on the proviso that the Mayor and Deputy Mayor were kept informed of any unforeseen circumstances that need a decision**

Proposed by Councillor Z Fox  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.1002.3 RESOLVED: that the closure of the Library Service on the 6<sup>th</sup> May 2023 (Coronation Weekend), with staff hours allocated to days and times that the library is open in May 2023; was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.1002.4**

**RESOLVED: to recommend to Full Council for approval; 'that as an exception to C.5186.2, only the Agenda and Redacted Minutes of the Staffing Committee be circulated, and received, by all Councillors going forward**

Proposed by Councillor C Godolphin  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**S.1002.5**

**RESOLVED: that an internal feedback form for staff, to address issues and improve communication, was approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1002.6**

**RESOLVED: that all training requests received as part of the 6<sup>th</sup> month reviews were approved en bloc. The associated expenditure was authorised, to be taken from Staffing budget codes 4060 Staff Training**

Proposed by Councillor Z Fox  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

The Administrative Support Officer left the meeting at 11.38am.

**S.1002.7**

**RESOLVED: To receive a verbal update from the Town Clerk on staffing matters**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.45am.

SIGNED BY THE CHAIRMAN.....

DATE .....