

Agenda



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

COMMITTEE:

To all Members of the Staffing Committee

COUNCILLORS:

**Mrs V Dalley (Chairman) J Ball (Vice Chairman), Ms Z Fox, C Godolphin,
C Lawrence, M Williams**

I HEREBY SUMMON YOU TO A MEETING:

of the Staffing Committee

TO BE HELD:

**The Council Chamber, The Passmore Edwards Building, The Cross, Cross
Street, Camborne, TR14 8HA**

ON:

Wednesday 24th April 2024 at 10.30am

1. Safety Procedures.
2. To receive apologies for non-attendance.
3. 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.
4. To approve written request(s) for dispensations.
5. Chairman's Announcements.
6. To receive and approve the minutes of the Staffing Committee meeting held on 31st January 2024, for signing by the Chairman.
7. To receive and approve the Redacted minutes of the Staffing Committee meeting held on 31st January 2024, for signing by the Chairman.
8. Matters arising, where no substantive item below, for information.
9. 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).

10. To receive a Staffing Income and Expenditure Report to the end of March 2024, and agree action.
11. To receive a Cornwall Pension Fund Newsletter for February 2024, agree action and authorise expenditure.
12. To receive a Cornwall Pension Fund Newsletter for March 2024, agree action and authorise expenditure.
13. To receive a South West Councils associate newsletter for March 2024, agree action and authorise expenditure.
14. 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.
15. To receive a copy of the 5th internal HR bulletin from the HR Officer.
16. To receive 6-month appraisals for;
 - i) Events & Wider Participation Manager
 - ii) Communications & Engagement Manager
 - iii) Library Manageragree action and authorise expenditure.
17. To receive 12-month appraisals for;
 - i) Library & Council Support Assistantagree action and authorise expenditure.
18. To receive new and updated staff policies
 - i) Capability Policy
 - ii) Carers Leave Policy
 - iii) Disciplinary Policy
 - iv) Flexible Working Policy
 - v) Grievance Policy
 - vi) Learning & Development Policy
 - vii) Performance review Policy
 - viii) Menstrual Health Policy
 - ix) Paternity Leave Policyand agree action
19. To receive updated appraisal and review forms
 - i) Manager 12 month appraisal form
 - ii) Non manager 12 month appraisal form
 - iii) Employee 1to1 review form
 - iv) Employee 6 month review form
 - v) Employee probation review formand agree action

20. To receive the draft updated staff handbook and agree action.
21. To receive a training request from the Town Clerk, for all the employees of Camborne Town Council, agree action and authorise expenditure.
22. To receive a verbal presentation and written report from Skylite Associates regarding the Organisational Review and Staff Structure, agree action and authorise expenditure.
23. To receive a verbal update on recruitment, from the Town Clerk, agree action and authorise expenditure.
24. To receive a verbal update regarding ongoing staff shortages, from the Town Clerk, agree action and authorise expenditure.
25. To receive flexible working requests, and agree action.

Given under my hand this 17th day of April 2024

A handwritten signature in black ink, consisting of a large, stylized loop followed by a long, horizontal, slightly wavy line extending to the right.

Samantha Hughes

Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, and members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.