

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 24th April 2024 at 10.30 am.

PRESENT:

Councillor V Dalley

Councillor J Ball

Councillor Z Fox

Councillor C Godolphin

Chairman

Vice Chairman

IN ATTENDANCE:

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

S.1113

SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.1114

TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.1114.2

RESOLVED: that apologies from Councillor C Lawrence and Councillor M Williams for non-attendance of the meeting of the Staffing Committee held on the 24th April 2024 were received

Proposed by Councillor V Dalley

Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1115

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.1116 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.1117 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

S.1118 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 31ST JANUARY 2024, FOR SIGNING BY THE CHAIRMAN

S.1118.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 31st January 2024 were received, approved, and signed by the Chairman

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1119 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 31ST JANUARY 2024, FOR SIGNING BY THE CHAIRMAN

S.1119.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 31st January 2024 were received, 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.

S.1120 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.1121 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.1122 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF MARCH 2024 AND AGREE ACTION

The Chairman explained that the reports were for the end of the current financial year and that there were underspends in salaries were due to positions not filled. The Town Clerk confirmed that the staffing underspends would be transferred to the Park Gerry Project, as had been previously approved by Full council.

S.1122.2 RESOLVED: that a Staffing Income and Expenditure Report to the end of March 2024 was received

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1123 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR FEBRUARY 2024, AGREE ACTION AND AUTHORISE EXPENDITURE

S.1123.2 RESOLVED: that a Cornwall Pension Fund Newsletter for February 2024 was received

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1124 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR MARCH 2024, AGREE ACTION AND AUTHORISE EXPENDITURE

The HR Officer clarified that the New Employee Pension bands had been implemented.

S.1124.2 RESOLVED: that a Cornwall Pension Fund Newsletter for March 2024 was received

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1125 TO RECEIVE A SOUTH WEST COUNCILS ASSOCIATE NEWSLETTER FOR MARCH 2024, AGREE ACTION AND AUTHORISE EXPENDITURE

A Councillor noted the training opportunities that were available.

S.1125.2 RESOLVED: that a South West Councils Associate Newsletter for March 2024 was received

Proposed by Councillor Z Fox
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

S.1126 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.1126.2 **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 Z Fox

On a vote being taken the matter was approved unanimously.

S.1127 **TO RECEIVE A COPY OF THE 5TH INTERNAL HR BULLETIN FROM THE HR OFFICER**

The HR Officer reported that the HR Bulletin continued to be well received and that they continued to grow with information. She said that they may need to become a monthly bulletin in the near future.

The councillors thanked the HR Officer for all her work on the Bulletin.

S.1127.2 **RESOLVED: that a copy of the 5th Internal HR bulletin from the HR Officer was received**

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1128 **TO RECEIVE 6-MONTH APPRAISALS FOR;**

- i) Events & Wider Participation Manager**
- ii) Communications & Engagement Manager**
- iii) Library Manager**

agree action and authorise expenditure

S.1128.2 **RESOLVED: that the 6-month appraisal for the Events & Wider Participation Manager, [REDACTED] was received. Conflict training was approved; and the associated expenditure to be taken from Cost Centre 200 cost code 4060 was authorised**

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

[REDACTED]

S.1128.3 **RESOLVED: that the 6-month appraisal for the Communications & Engagement Manager, [REDACTED] was received**

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

[REDACTED]

S.1128.4 **RESOLVED: that the 6-month appraisal for the Library Manager, [REDACTED] was received**

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

[REDACTED]

S.1129 **TO RECEIVE 12-MONTH APPRAISALS FOR;**
i) Library & Council Support Assistant
agree action and authorise expenditure.

S.1129.2 **RESOLVED: that the 12-month appraisal for the Library & Council Support Assistant [REDACTED] was received, [REDACTED]**

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] Neuro affirming training was approved; and the associated expenditure to be taken from Cost Centre 240 cost code 4060 was authorised

[REDACTED]

Proposed by Councillor Z Fox
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

S.1130 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 Policy
and agree action**

The HR Officer explained that there had been a lot of recent changes in regulations and staff policies had either needed to be amended to fit in with ACAS guidelines or new legislations, or they were new policies which had been put together to adhere to new rules. All the new policies had also been inputted into the new draft version of the staff handbook for approval.

S.1130.2 RESOLVED: that a draft Capability policy, was received, and approved

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1130.3 RESOLVED: that a draft Carers Leave policy, was received, and approved

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1130.4 RESOLVED: that a draft Disciplinary 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.1130.5 RESOLVED: that a draft Flexible Working policy, was received, and approved

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1130.6 RESOLVED: that a draft Grievance policy, was received, and approved

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1130.7 RESOLVED: that a draft Learning & Development 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.1130.8 RESOLVED: that a draft Performance Review policy, was received, and approved

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1130.9 RESOLVED: that a Menstrual Health policy, was received, and approved

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1130.10 RESOLVED: that a draft Paternity Leave policy, was received, and approved

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1131 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 form and agree action**

The Town Clerk explained that all the appraisal and review forms had been modernised and updated by the HR Officer. She explained that they had more emphasis on the employee and were coloured coded so that only the BLUE parts went to the Staffing Committee and the YELLOW parts would be kept confidential.

The Councillors thanked the HR Officer for her hard work to get the forms completed.

S.1131.2 RESOLVED: that the updated appraisal and review forms, were received, and approved en bloc

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1132 TO RECEIVE THE DRAFT STAFF HANDBOOK AND AGREE ACTION

The HR Officer reported that the Staff Handbook had to be updated a minimum of every two years or if there had been significant changes or amendments. With the help of Skylite Associates Ltd, the HR Officer had updated the policies and procedures within the handbook and that it would be consulted on with the staff.

The Councillors had some amendments they wanted added to the handbook including: Roles and responsibilities of staff and refer to the Officer/Member protocol and refer to a mental health wellness action plan.

S.1132.2 RESOLVED: that the updated draft staff handbook was received, and approved with amendments

Proposed by Councillor Z Fox
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

S.1133 TO RECEIVE A TRAINING REQUEST FROM THE TOWN CLERK, FOR ALL THE EMPLOYEES OF CAMBORNE TOWN COUNCIL, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk explained that the training request was for all employees to have access to the Cornwall Council training modules at a cost of £35 per delegate for a year.

The Councillors asked if it was something the Councillors could access, and the Town Clerk said they would investigate.

S.1133.2 RESOLVED: that the training request from the Town Clerk, for all the employees of Camborne Town Council, was received and approved; and the associated expenditure to be taken from Cost Centre 200/220 cost code 4060 was authorised

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1134

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.1134.2

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

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1134.3

RESOLVED: that the further development of the Climate Officer role with job description, to be brought to a future meeting of this committee, was approved

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1134.4 **RESOLVED: that the Job Description and Person Specification for a Freelance Engagement Officer, was received and approved; and associated expenditure was authorised**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1134.5 **RESOLVED: that the further development of the Deputy Town Clerk and separate RFO role with job descriptions, to be brought to a future meeting of this committee, was approved**

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

The Chair took items 23 & 24 on the agenda together.

S.1135 **TO RECEIVE A VERBAL UPDATE ON RECRUITMENT, FROM THE TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE:**

TO RECEIVE A VERBAL UPDATE REGARDING ONGOING STAFF SHORTAGES, FROM THE TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE

[REDACTED]

S.1135.2 **RESOLVED: that the verbal update on recruitment, from the Town Clerk and the verbal update regarding ongoing staff shortages from the Town Clerk, was received and the use of agency staff for 20 hours per week while needed was approved and associated expenditure authorised**

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1136 **TO RECEIVE FLEXIBLE WORKING REQUESTS, AND AGREE ACTION**

[REDACTED]

[REDACTED]

[REDACTED]

S.1136.2

Resolved: that the flexible working request

[REDACTED]

was received, and approved

Proposed by Councillor Z Fox

Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1136.3

Resolved: that the flexible working request

[REDACTED]

was received, and approved

Proposed by Councillor Z Fox

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 11.45am.

SIGNED BY THE CHAIRMAN.....

DATE

REDACTED

REDACTED