

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 10th July 2024 at 10.30 am.

PRESENT:

Councillor V Dalley	Chairman
Councillor J Ball	Vice Chairman
Councillor C Godolphin	
Councillor C Lawrence	
Councillor J Morgan	
Councillor R Weatherburn	
Councillor M Williams	

IN ATTENDANCE:

Samantha Hughes, Town Clerk; and Jane Weston, HR Officer.

S.1157 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.1158 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.1158.2 RESOLVED: that apologies from Councillor Z Fox for non-attendance of the meeting of the Staffing Committee held on the 10th July 2024 were received

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1159 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

The Town Clerk declared an interest in one section of Item 13, and would leave the meeting during this section.

S.1160 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.1161 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements.

S.1162 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 12TH JUNE 2024, FOR SIGNING BY THE CHAIRMAN

S.1162.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 12th June 2024 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 all those entitled to vote.

S.1163 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 12TH JUNE 2024, FOR SIGNING BY THE CHAIRMAN

S.1163.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 12th June 2024 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 all those entitled to vote.

S.1164 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.1165 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.1166 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JUNE 2024, AGREE ACTION AND AUTHORISE EXPENDITURE

S.1166.2 RESOLVED: that a Cornwall Pension Fund Newsletter for June 2024 was received

Proposed by Councillor C Godolphin
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

S.1167 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.1167.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public, 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.1168 TO RECEIVE 6-MONTH APPRAISALS FOR;

- i) Amenities Technician**
- ii) Head of Strategic Development**
- iii) Head of Community & Culture**

AGREE ACTION AND AUTHORISE EXPENDITURE

S.1168.2 RESOLVED: that the 6-month appraisals for the Amenities Technician, [REDACTED], Head of Strategic Development, [REDACTED] & Head of Community & Culture, [REDACTED], were received en bloc, with thanks for all their hard work

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1169 TO RECEIVE 12-MONTH APPRAISALS FOR;

- i) Amenities Technician (4)**
- ii) Library & Council Support Assistant (3)**
- iii) Library Supervisor**
- iv) Finance Manager**
- v) Administrative Support Officer**
- vi) Committee Support Officer**
- vii) Town Clerk**

AGREE ACTION AND AUTHORISE EXPENDITURE

Councillors discussed that the appraisals had been received well and that the new forms had been used for the first time. It was noted that section 7 on some appraisals were still to be completed.

Councillors also discussed that SCP increases had already been budgeted for.

S.1169.2

RESOLVED: that the 12-month appraisal for the Amenities Technician, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1st July 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised, and that training requests were to be investigated by the manager and details brought back to a future meeting, was approved,

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1169.3

RESOLVED: that the 12-month appraisal for the Amenities Technician, [REDACTED], was received, with thanks for all their hard work

Proposed by Councillor V Dalley
Seconded by Councillor J Morgan

On a vote being taken the matter was approved unanimously.

S.1169.4

RESOLVED: that the 12-month appraisal for the Amenities Technician, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1st July 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised, and that training requests were to be investigated by the manager and details brought back to a future meeting, was approved,

Proposed by Councillor J Ball
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1169.5

RESOLVED: that the 12-month appraisal for the Amenities Technician, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1st July 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised

Proposed by Councillor V Dalley
Seconded by Councillor J Morgan

On a vote being taken the matter was approved unanimously.

S.1169.6

RESOLVED: that the 12-month appraisal for the Library & Council Support Assistant, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1st July 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised, and that training requests were to be investigated by the manager and details brought back to a future meeting, was approved,

Proposed by Councillor C Godolphin
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1169.7

RESOLVED: that the 12-month appraisal for the Library & Council Support Assistant, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1st July 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised

Proposed by Councillor J Ball
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1169.8

RESOLVED: that the 12-month appraisal for the Library & Council Support Assistant, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1st July 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised, and that training requests were to be investigated by the manager and details brought back to a future meeting, was approved,

Proposed by Councillor J Ball
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1169.9

RESOLVED: that the 12-month appraisal for the Library Supervisor, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1st July 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

Councillors commended the whole Library team for all their efforts.

S.1169.10

RESOLVED: that the 12-month appraisal for the Finance Manager, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1st July 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised, and that future training requests were to be investigated by the Town Clerk and details brought back to a future meeting, was approved,

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

[REDACTED]

S.1169.11

RESOLVED: that the 12-month appraisal for the Administrative Support Officer, [REDACTED], was received, with thanks for all their hard work. ILM Level 2 training was approved; and the associated expenditure to be taken from Cost Centre 240 cost code 4060 was authorised

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

[REDACTED]

S.1169.12

RESOLVED: that the 12-month appraisal for the Committee Support Officer [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1st July 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised

Proposed by Councillor J Ball
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

[REDACTED]

The Town Clerk left the meeting for their appraisal to be discussed.

S.1169.13

RESOLVED: that the 12-month appraisal for the Town Clerk, [REDACTED], was received, with thanks for all their hard work. Annual SLCC online conference was approved; and the associated expenditure to be taken from Cost Centre 240 cost code 4060 was authorised

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

[REDACTED]

The Town Clerk re-entered the meeting.

S.1170

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

The HR Officer left the meeting.

[REDACTED]

S.1170.2

RESOLVED: that the verbal update from the Town Clerk regarding recruitment of the Deputy Town Clerk role was received and the internal appointment noted

Proposed by Councillor V Dalley
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

The Town Clerk updated councillors on the Staff Structure and gave an update on the recruitment of the Climate & Sustainability Officer.

S.1170.3

RESOLVED: that the verbal update from the Town Clerk regarding recruitment of the Climate & Sustainability Officer and staff structure was received and noted

Proposed by Councillor V Dalley
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

The HR Officer re-entered the meeting.

S.1171

TO RECEIVE A DRAFT UPDATED AMENITIES TECHNICIAN JOB DESCRIPTION AND PERSON SPECIFICATION, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk explained that the Job Description had been updated to reflect the current Amenities Technician role. The Job Description had been in place for over 4 years and with the addition of more assets and tasks, the role had evolved, so the need to review the Job Description had arisen. She reported that the Amenities Team and had already been involved in the content of the Job Description and had worked with both the Head of Facilities and HR Officer to produce the updated version.

Councillors discussed the importance of flexible working, and they recommended that annualised hours could be considered for the future, particularly working with the seasons and adapting hours to suit the needs of the Council.

S.1171.2

RESOLVED: that the updated Job Description and Person Specification for Amenities Technician, 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.1171.3

RESOLVED: that future consideration for annualised hours for Amenities Technicians in the future, was approved

Proposed by Councillor C Lawrence
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1172

TO RECEIVE A FLEXIBLE WORKING REQUEST AND SUPPORTING INFORMATION, AND AGREE ACTION

S.1172.2

RESOLVED: that the flexible working request [REDACTED] was received and approved and delegated authority for the Town Clerk to arrange a suitable start date; was authorised

Proposed by Councillor J Ball
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1173

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

[REDACTED]

S.1173.2

RESOLVED: that the verbal update from the Town Clerk regarding a TUPE agreement, was received

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 11.16am.

SIGNED BY THE CHAIRMAN.....

DATE

REDACTED