Meeting Minutes

CAMBORNE TOWN COUNCIL

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 12th June 2024 at 10.30 am.

PRESENT:

Councillor V Dalley	**Chairman**
Councillor J Ball	**Vice Chairman**
Councillor Z Fox	
Councillor C Godolphin	
Councillor R Weatherburn	
Councillor M Williams	

IN ATTENDANCE:

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

S.1137 SAFETY PROCEDURES

The Chairman explained the safety procedures.

S.1138 TO RECEIVE NOMINATIONS AND ELECT A CHAIR OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2024/25

Nominations for Chair of Staffing Committee were:

Councillor V Dalley

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

S.1138.2 RESOLVED: that Councillor V Dalley was elected as Chair of the Staffing Committee for the municipal year 2024-2025

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved by a majority.

REDACTED

S.1139 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.1139.2 RESOLVED: that apologies from Councillor C Lawrence and Councillor J Morgan for non-attendance of the meeting of the Staffing Committee held on the 12th June 2024 were received

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1140 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.1141 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.1142 CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the members aware that the Head of Facilities had started that week.

S.1143 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIR OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2024/25

Nominations for Vice Chair of Staffing Committee were:

Councillor M Williams

Proposed by Councillor Z Fox
Seconded by Councillor R Weatherburn

Councillor J Ball

Proposed by Councillor C Godolphin
Seconded by Councillor V Dalley

S.1143.2 RESOLVED: that Councillor J Ball was elected as Vice Chair of the Staffing Committee for the municipal year 2024-2025

Proposed by Councillor C Godolphin
Seconded by Councillor V Dalley

On a vote being taken the matter was approved by a majority.

REDACTED

S.1144 **TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 24TH APRIL 2024, FOR SIGNING BY THE CHAIRMAN**

S.1144.2 **RESOLVED: that the minutes of the Staffing Committee meeting held on 24th April 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 by all those entitled to vote.

S.1145 **TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 24TH APRIL 2024, FOR SIGNING BY THE CHAIRMAN**

S.1145.2 **RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 24th April 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 by all those entitled to vote.

S.1146 **MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

A Councillor asked if the Cornwall Council training for members had been investigated. The Town Clerk reported that Cornwall Council had not got back to the Council, but it would be followed up.

S.1147 **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.1148 **TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF MAY 2024 AND AGREE ACTION**

The Town Clerk explained that the reports showed income and expenditure for the first two months of the financial years and was inline with budgets and under budget in some areas of staffing due to vacancies.
Members discussed that Health and Safety was over budget. This was due to Annual Fees which are paid at the beginning of the year. They also discussed the officer and member parking at Camborne Railway Station, and that new members should be made aware of the scheme and new permits may be required for some members.

REDACTED

S.1148.2 **RESOLVED: that a Staffing Income and Expenditure Report to the end of May 2024 was received**

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1149 **TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR APRIL 2024, AGREE ACTION AND AUTHORISE EXPENDITURE**

S.1149.2 **RESOLVED: that a Cornwall Pension Fund Newsletter for April 2024 was received**

Proposed by Councillor M Williams
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1150 **TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR MAY 2024, AGREE ACTION AND AUTHORISE EXPENDITURE**

S.1150.2 **RESOLVED: that a Cornwall Pension Fund Newsletter for May 2024 was received**

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1151 **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.1151.2 **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.1152 **TO RECEIVE A COPY OF THE 6TH INTERNAL HR BULLETIN FROM THE HR OFFICER**

S.1152.2 **RESOLVED: that a copy of the 6th Internal HR bulletin from the HR Officer was received**

Proposed by Councillor Z Fox
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

REDACTED

S.1153 TO RECEIVE 6-MONTH APPRAISALS FOR;

i) HR Officer

AGREE ACTION AND AUTHORISE EXPENDITURE

S.1153.2 RESOLVED: that the 6-month appraisal for the HR Officer, [redacted] was received with thanks for all their hard work. ILCA training was approved; and the associated expenditure to be taken from Cost Centre 200 cost code 4060 was authorised

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1154 TO RECEIVE A WRITTEN UPDATE FROM THE HEAD OF COMMUNITY & CULTURE REGARDING THE YOUTH & WORK EXPERIENCE SUPPORT FOR 2024

Members were pleased to receive the report and commented that it was a good opportunity for students. There were discussions regarding which schools the students were applying from and acknowledged that four secondary schools in the local area had applied for experience within the Council.

S.1154.2 RESOLVED: that the written update from the Head of Community & Culture regarding the youth & work experience support for 2024, was received

Proposed by Councillor Z Fox
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1155 TO RECEIVE A VERBAL PRESENTATION AND WRITTEN REPORT FROM SKYLITE ASSOCIATES REGARDING THE ORGANISATIONAL REVIEW AND STAFF STRUCTURE

i) Deputy Town Clerk Job Description and person specification

ii) Climate and Sustainability Officer (Fixed Term) Job Description and person specification,

AGREE ACTION AND AUTHORISE EXPENDITURE

Louise Cantrill explained that since the last meeting there had been further development of the Deputy Town Clerk role and recommended that the role would be advertised internally first, and that psychometric analysis also be recommended for the recruitment process. She further explained that the Climate and Sustainability Officer role had been developed and recommended that this role was advertised externally. She recommended the recruitment panels for both roles were agreed.

REDACTED

The members discussed both roles, noting an item on the Deputy Town Clerk role. Members discussed the budgeting for the roles and the Town Clerk confirmed that these had been discussed in previous meetings and clarified where the monies were coming from. Members acknowledged that a lot of work had been done with the roles and encompassed what the council had done, expected and required.

Members thought the recruitment for a Deputy Town Clerk from an internal position would create a great opportunity for council staff who already had appropriate knowledge. Louise Cantrill outlined that if a position was filled internally, it would need to be handled carefully and there could be another position which would need to be filled.

The members asked for clarification on the fixed term role for the Climate & Sustainability role. Both the Town Clerk and Louise Cantrill explained that the role was fixed term so that the council could develop the role, address what was need in the future and the ability to look at future funding.

A member requested that the current staffing structure was provided to members of the Staffing Committee and staff.

S.1155.2 **RESOLVED: that the verbal presentation and written report from Skylite Associates regarding the organisational review and staff structure, was received**

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1155.3 **RESOLVED: that the Job Description and Person Specification for a Deputy Town Clerk, was received and approved; and associated expenditure was authorised**

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

S.1155.4 **RESOLVED: that the recruitment panel for the Deputy Town Clerk comprising of the Town Clerk, Louise Cantrill and Councillor V Dalley, was approved**

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

REDACTED

S.1155.5 **RESOLVED: that the use of WAVE psychometric tool for the recruitment of the Deputy Town Clerk, was approved and associated expenditure was authorised**

Proposed by Councillor J Ball
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1155.6 **RESOLVED: that the Job Description and Person Specification for a Climate and Sustainability Officer, was received and approved; and associated expenditure was authorised**

Proposed by Councillor M Williams
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1155.7 **RESOLVED: that the recruitment panel for the Climate and Sustainability Officer comprising of the Town Clerk, David Garwood and Councillor Z Fox, was approved**

Proposed by Councillor R Weatherburn
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

S.1156 **TO RECEIVE A VERBAL UPDATE ON RECRUITMENT AND ONGOING STAFF SHORTAGES, FROM THE TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE:**

[redacted]

S.1156.2 **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**

Proposed by Councillor V Dalley
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

REDACTED

There being no further business the Chairman closed the meeting at 11.06am.

SIGNED BY THE CHAIRMAN……

DATE ……

REDACTED