



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: [admin@redruth-tc.gov.uk](mailto:admin@redruth-tc.gov.uk)

**Town Mayor: Cllr M J Brown**

**Town Clerk: P B Bennett**

*Our Reference:*

RTC/400/1/Mtg

*Date:*

15<sup>th</sup> September 2021

See Distribution

Dear Councillor

**Meeting of the Staffing Committee – 20<sup>th</sup> September 2021**

You are summoned to attend a Meeting of the Redruth Town Council Staffing Committee to be held in the Langman Room, Redruth Civic Centre, Alma Place, on Monday 20<sup>th</sup> September 2021 commencing at 7:00 p.m.

The Agenda and associated papers are enclosed for your reference and information.

Although the Covid-19 guidelines have now been relaxed, we request that Members do not attend the Council building before 6:50 p.m. Entry to the building will be through the main access doors to the Library and we ask that you continue to wear a face covering, unless exempt, and sanitise hands on entry. At the conclusion of the meeting members are asked to vacate the building promptly through the external door in the Langman Room to Alma Place.

Yours sincerely

A handwritten signature in black ink, appearing to be 'PB', written over a horizontal line.

Peter Bennett  
Town Clerk

Enclosures

Agenda and associated documentation.

Distribution:

Action:

Cllr Barnes  
Cllr Biscoe  
Cllr Mrs Biscoe  
Cllr Brown  
Cllr Collins  
Cllr Mrs Ellenbroek  
Cllr Reeve  
Cllr Thomas  
Cllr Tremayne

Information:

All other Town Councillors

**Meeting of the Redruth Town Council Staffing Committee**  
**20<sup>th</sup> September 2021**  
**AGENDA**

**PART I - PUBLIC SESSION**

1. To receive apologies for absence.
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
3. To confirm the Minutes of:
  - 3.1 the Meeting of the Staffing Committee held on 8<sup>th</sup> December 2020. [Minutes attached]
  - 3.2 the Meeting of the Staffing Committee held on 19<sup>th</sup> January 2021. [Minutes attached]
  - 3.3 the Meeting of the Staffing Committee held on 9<sup>th</sup> March 2021. [Minutes attached]
  - 3.4 the Meeting of the Staffing Committee held on 2<sup>nd</sup> June 2021. [Minutes attached]
  - 3.5 the Meeting of the Staffing Committee held on 21<sup>st</sup> June 2021. [Minutes attached]
4. To exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act.

**PART II – PRIVATE SESSION**

5. To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates. [See report attached]
6. To receive a report regarding Staff Concerns. [Chairman – see report attached]
7. Interim Working from Home Policy. [See report attached]
8. Amendments to the post of Caretaker/Cleaner. [See report attached]
9. To consider a recommendation in respect to the continued employment of Ms S H White, Engagement Officer. [See report attached]



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**Town Mayor: Cllr Ms D L Reeve**

**Town Clerk: P B Bennett**

Minutes of a Meeting of the Redruth Town Council Staffing Committee held remotely and virtually  
on Monday 8<sup>th</sup> December 2020

Present: Cllr M Brown Chairman  
Cllr Mrs A Biscoe  
Cllr H Biscoe  
Cllr Mrs J Davidson  
Cllr Mrs B Ellenbroek  
Cllr C Garrick  
Cllr Ms D Reeve

In attendance: P B Bennett Town Clerk

PART I – PUBLIC SESSION

**1382A.1 To confirm members can communicate with others at the meeting and to receive apologies for absence**

The Clerk confirmed with each Member present that they could communicate with others at the meeting, and there were no apologies to be received.

**1382A.2 To appoint a Chairman and Vice Chairman of the Staffing Committee**

1382A.2.1 It was proposed by Cllr Reeve and seconded by Cllr Mrs Davidson that Cllr M Brown be elected as Chair of the Staffing Committee which was agreed unanimously.

1382A.2.2 It was proposed by Cllr Biscoe and seconded by Cllr Mrs Davison that Cllr Mrs A Biscoe be elected as Vice-Chair of the Staffing Committee and was agreed unanimously.

**1382A.3 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.**

None were declared.

**1382A.3 To approve the Terms of Reference for the Staffing Committee**

1382A.3.1 Suggested terms of reference for the Staffing Committee had been circulated prior to the meeting.

1382A.3.2 Unanimously RESOLVED that the draft Terms of Reference for the Staffing Committee be adopted. [Proposed: Cllr Reeve; seconded: Cllr Mrs Biscoe]

1382A.3.3 Members then briefly discussed whether the whole meetings should be held in private, or whether we continue with public/private sessions depending on the matter under discussion.

1382A.3.4 RESOLVED on the Chairman's casting vote that future Staffing Committee Meetings be held with public/private sessions depending on the matters under discussion. [Proposed: Cllr Reeve; Seconded: Cllr Brown]. Cllrs Mrs Biscoe; Biscoe, and Mrs Ellenbroek voted against and Cllr Garrick abstained

1382A.4 **To consider and approve the Town Council Recruitment Policy**

A draft Town Council Recruitment policy had been circulated prior to the meeting.

1382A.4.1 Unanimously RESOLVED that the Town Council Recruitment Policy be adopted for use by the Town Council. [Proposed: Cllr Reeve; Seconded: Cllr Mrs Davidson]

1382A.5 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed: Cllr Ms Reeve; Seconded: Cllr Mrs Davidson]

1382A.6 **To consider a draft timetable for the Town Council Restructure**

A report had been circulated prior to the meeting.

1382A.6.1 Unanimously RESOLVED that the timetable for the Town Council Staffing Restructure be adopted and approved. [Proposed: Cllr Reeve; Seconded: Cllr Mrs Davidson]

1382A.7 **To consider the updated Job Descriptions and Personal Specifications for all posts within the Town Council**

1382A.7.1 A report had been circulated prior to the meeting.

1382A.7.2 Unanimously RESOLVED to approve all the Job Descriptions and Personal Specifications for all posts within the Town Council. [Proposed: Cllr Reeve; Seconded: Cllr Mrs Biscoe]

1382A.8 **To consider a recommendation in respect to the continued employment of Ms G C Carter, Marketing & Events Assistant**

1382A.8.1 A report had been circulated prior to the meeting.

1382A.8.2 Unanimously RESOLVED that Council endorse Ms Carter's employment with the Council, and that that her position is made permanent. [Proposed Cllr Reeve; Seconded Cllr Brown].

**Chairman**



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**Town Mayor: Cllr Ms D L Reeve**

**Town Clerk: P B Bennett**

Minutes of a Meeting of the Redruth Town Council Staffing Committee held remotely and virtually  
on Tuesday 19<sup>th</sup> January 2021

Present: Cllr M Brown Chairman  
Cllr Mrs A Biscoe – to the point mentioned  
Cllr H Biscoe – to the point mentioned  
Cllr Mrs J Davidson  
Cllr Mrs B Ellenbroek  
Cllr C Garrick  
Cllr Ms D Reeve

In attendance: Cllr S Barnes  
Cllr I Thomas  
P B Bennett Town Clerk  
Louise Cantrill Skylite Associates

PART I – PUBLIC SESSION

- 1390.1 **To confirm members can communicate with others at the meeting and to receive apologies for absence**  
The Clerk confirmed with each Member present that they could communicate with others at the meeting, and there were no apologies to be received.
- 1390.2 **Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.**  
None were declared.
- 1390.3 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed: Cllr Ms Reeve; Seconded: Cllr Garrick]
- 1390.4 **To receive training on interview techniques and legal requirements**  
Louise Cantrell of Skylite Associates gave Members a presentation on interview techniques and legal requirements. Members were able to question the process throughout the presentation.
- 1390.5 Cllrs Biscoe and Mrs Biscoe left the meeting.

**1390.6 To confirm the process for completion of the internal recruitment of the Engagement Officer**

1390.6.1 A report had been circulated prior to the meeting.

1390.6.2 Unanimously RESOLVED that the process for the completion of the internal recruitment of the Engagement Officer be approved. [Proposed: Cllr Brown; Seconded: Cllr Mrs Davidson]

1390.7 Louise Cantrill left the meeting.

**1390.8 To consider outsourcing HR Support for the Town Council**

1390.8.1 A report had been circulated prior to the meeting.

1390.8.2 Unanimously RESOLVED that Council award a contract to Skylite Associates for the provision of HR Support during the coming year. [Proposed Cllr Reeve; Seconded Cllr Mrs Ellenbroek].

**Chairman**



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**Town Mayor: Cllr Ms D L Reeve**

**Town Clerk: P B Bennett**

Minutes of a Meeting of the Redruth Town Council Staffing Committee held remotely and virtually  
on Tuesday 9<sup>th</sup> March 2021

Present: Cllr M Brown Chairman  
Cllr Mrs A Biscoe  
Cllr H Biscoe  
Cllr Mrs J Davidson  
Cllr Mrs B Ellenbroek  
Cllr C Garrick  
Cllr Ms D Reeve

In attendance: Cllr S Barnes  
P B Bennett Town Clerk

PART I – PUBLIC SESSION

- 1400.1 **To confirm members can communicate with others at the meeting and to receive apologies for absence**  
The Clerk confirmed with each Member present that they could communicate with others at the meeting, and there were no apologies to be received.
- 1400.2 **Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda**  
None were declared.
- 1400.3 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed: Cllr Ms Reeve; Seconded: Cllr Mrs Davidson]
- 1400.4 **To confirm that members can communicate with others at the meeting and to confirm that they are alone with no members of the public able to see or hear proceedings**  
The Clerk confirmed with each Member that they could communicate with others at the meeting and they confirmed that no members of the public were able to see or hear proceedings.
- 1400.5 **To receive an update on the overall progress of the Organisational & Staffing Review recommendations to date**
- 1400.5.1 A report had been circulated prior to the meeting.

- 1400.5.2 The committee were given updates regarding the Engagement Officer and the Operations & Facilities Officer posts; Meetings with staff; additional IT requirements; a timetable for future recruitment; and Spinal Column Points for newly regraded posts
- 1400.5.3 Unanimously RESOLVED that all regraded posts commence at the lowest SCP unless there is a legal requirement to do so otherwise. [Proposed: Cllr Brown; Seconded: Cllr Ms Reeve]
- 1400.6 **To receive a report on the Administration & Finance Department – new structure and scope**
- 1400.6.1 A report had been circulated prior to the meeting.
- 1400.6.2 Unanimously RESOLVED that the report be accepted and approved with the subsequent adoption of the proposed updated Job Descriptions scheduled to coincide with the full roll-out of the staffing restructure approved as part of the Organisational Review in April 2021. [Proposed Cllr Biscoe; Seconded Cllr Mrs Ellenbroek].
- 1400.7 **To receive a report on the Facilities Department – revised Job Descriptions and role regrading**
- 1400.7.1 A report had been circulated prior to the meeting.
- 1400.7.2 Unanimously RESOLVED that the report be accepted and approved with the subsequent immediate adoption of the Job Descriptions and implementation of the salary grade changes scheduled to coincide with the full roll-out of the staffing restructure approved as part of the Organisational Review in April 2021; and that future job evaluations and recruitment into the Facilities department will reflect the “unique” nature of technical roles within the Council with corresponding funding for obligatory training and development. [Proposed Cllr Reeve; Seconded Cllr Mrs Ellenbroek].

**Chairman**





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**Town Mayor: Cllr Ms D L Reeve**

**Town Clerk: P B Bennett**

Minutes of an Extraordinary Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Wednesday 2<sup>nd</sup> June 2021

Present: Cllr M Brown Chairman  
Cllr Mrs A Biscoe  
Cllr H Biscoe  
Cllr L Collins  
Cllr Mrs B Ellenbroek  
Cllr Ms D Reeve  
Cllr Thomas  
Cllr Tremayne

In attendance: P B Bennett Town Clerk  
Louise Cantrill Skylite Associates

PART I – PUBLIC SESSION

**1412.1 To receive apologies for absence**

There were no apologies to be received.

**1412.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda**

None were declared.

**1412.3 Unanimously RESOLVED** to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed: Cllr Thomas; Seconded: Cllr Biscoe]

**1412.4 To receive update on HR/Staffing recruitment and processes from Louise Cantrill, Skylite Associates**

**1412.4.1** A report giving an update on the HR/Staffing processes had been circulated prior to the meeting

**1412.4.2 Unanimously RESOLVED** that the report be noted and Louise thanked for her work to date. [Proposed: Cllr Brown; Seconded: Cllr Biscoe]

**1412.5 To approve additional assistance for office staff**

**1412.5.1** A report had been circulated prior to the meeting.

- 1412.5.2 Unanimously RESOLVED that we employ a young person for a period of 6-8 weeks to assist in the completion of outstanding tasks associated with our relocation. [Proposed: Cllr Biscoe; Seconded: Cllr Tremayne]
- 1412.6 **To consider the hours for the Operations and Facilities Officer post**
- 1412.6.1 A report had been circulated prior to the meeting.
- 1412.6.2 Unanimously RESOLVED that the report be accepted and approved with the subsequent adoption of the proposed updated Job Descriptions scheduled to coincide with the full roll-out of the staffing restructure approved as part of the Organisational Review in April 2021. [Proposed Cllr Biscoe; Seconded Cllr Mrs Ellenbroek].
- 1412.7 **To receive a report on the Facilities Department – revised Job Descriptions and role regrading**
- 1412.7.1 A report had been circulated prior to the meeting.
- 1412.7.2 RESOLVED by a majority that approval be given for the Operations and Facilities Officer post be considered for a 30 hour a week contract for internal candidates. [Proposed Cllr Biscoe; Seconded Cllr Tremayne]. Cllr Thomas abstained.

**Chairman**



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**Town Mayor: Cllr Ms D L Reeve**

**Town Clerk: P B Bennett**

Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 21<sup>st</sup> June 2021

Present: Cllr M Brown Chairman  
Cllr Mrs A Biscoe  
Cllr H Biscoe  
Cllr L Collins  
Cllr Ms D Reeve  
Cllr Thomas

In attendance: P B Bennett Town Clerk  
Louise Cantrill Skylite Associates

PART I – PUBLIC SESSION

**1415.1 To receive apologies for absence**

Apologies to be received from Cllr Mrs Ellenbroek (family commitments).

**1415.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda**

None were declared.

**1415.3 To receive training on interview techniques and legal requirements from Louise Cantrill, Skylite Associates**

1415.3.1 Louise Cantrell of Skylite Associates gave Members a presentation on interview techniques and legal requirements. Members were able to question the process throughout the presentation.

1415.4 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed: Cllr Ms Reeve; Seconded: Cllr Mrs Biscoe]

**1415.5 To receive update on HR/Staffing recruitment and processes from Louise Cantrill, Skylite Associates**

1415.5.1 A report giving an update on the HR/Staffing processes had been circulated prior to the meeting. The matters were discussed, and the report noted.

**Chairman**