



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

See Distribution

Our Reference:
RTC/400/1/Mtg
Date:
27th October 2021

Dear Councillor

Extraordinary Meeting of the Staffing Committee – 2nd November 2021

You are summoned to attend an Extraordinary Meeting of the Redruth Town Council Staffing Committee to be held in the Langman Room, Redruth Civic Centre, Alma Place, on Tuesday 2nd November 2021, commencing promptly at 7 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 read 'MJB'.

Cllr Matthew Brown
Town Mayor & Chair, Staffing Committee

Enclosures:

Agenda and associated documentation.

Distribution:

Action:

Cllr Barnes	Cllr Reeve
Cllr Biscoe	Cllr Thomas
Cllr Mrs Biscoe	Cllr Tremayne
Cllr Brown	Operations & Facilities Officer
Cllr Collins	Engagement Officer
Cllr Mrs Ellenbroek	Louise Cantrill, Skylite Associates

Information:

All other Town Councillors

Extraordinary Meeting of the
Redruth Town Council Staffing Committee
2nd November 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 the Meeting of the Staffing Committee held on 20th September 2021. [Minutes attached]
4. Town Clerk's report. [See report attached]
5. 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

6. To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates. [See report attached]
7. To consider the Staffing budget for FY 2022-23 and make recommendations to the Audit & Accounting Governance Committee. [Chairman – see report attached]



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Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 20th September 2021

Present: Cllr M Brown Chairman
Cllr R S Barnes
Cllr L Collins
Cllr Ms D Reeve
Cllr I Thomas

In attendance: P B Bennett Town Clerk
Ms A J Hunt Operations & Facilities Officer
Ms S H White Engagement Officer
Louise Cantrill Skylite Associates

PART I – PUBLIC SESSION

1428.1 To receive apologies for absence

Apologies to be received from Cllrs Biscoe, Mrs Biscoe and Tremayne (family commitments); and Mrs Ellenbroek (other commitments).

1428.2 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.

1428.3 To Confirm the Minutes of the Meeting of the Staffing Committee held on 8th December 2020

1428.3.1 RESOLVED by Majority to accept the Minutes of the Staffing Committee meeting held on 8th December 2020 as a true and accurate record of proceedings [Proposed Cllr Brown; Seconded Cllr Ms Reeve]. Cllrs Barnes, Collins, and Thomas abstained as they had not been present at the meeting.

1428.4 To Confirm the Minutes of the Meeting of the Staffing Committee held on 19th January 2021

1428.4.1 RESOLVED by Majority to accept the Minutes of the Staffing Committee meeting held on 19th January 2021 as a true and accurate record of proceedings [Proposed Cllr Brown; Seconded Cllr Ms Reeve]. Cllrs Barnes and Thomas abstained as although present they were not members of the committee at that time. Cllr Collins abstained as he was not present at the meeting.

1428.5 To Confirm the Minutes of the Meeting of the Staffing Committee held on 9th March 2021

1428.5.1 RESOLVED by Majority to accept the Minutes of the Staffing Committee meeting held on 9th March 2021 as a true and accurate record of proceedings [Proposed Cllr Brown; Seconded Cllr Ms Reeve]. Cllr Barnes abstained as although present he was not a member

of the committee at that time. Cllr Collins and Thomas abstained as they were not present at the meeting.

1428.6 To Confirm the Minutes of an Extraordinary Meeting of the Staffing Committee held on 2nd June 2021

1428.6.1 RESOLVED by Majority to accept the Minutes of an extraordinary meeting of the Staffing Committee held on 2nd June 2021 as a true and accurate record of proceedings [Proposed Cllr Brown; Seconded Cllr Ms Reeve]. Cllr Barnes abstained as he was not present at the meeting.

1428.7 To Confirm the Minutes of a Meeting of the Staffing Committee held on 21st June 2021

1428.7.1 RESOLVED by Majority to accept the Minutes of the meeting of the Staffing Committee held on 21st June 2021 as a true and accurate record of proceedings [Proposed Cllr Brown; Seconded Cllr Ms Reeve]. Cllr Barnes abstained as he was not present at the meeting.

1428.8 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 Ms Reeve]

1428.9 To receive an update on HR/Staffing processes from Louise Cantrill, Skylite Associates

1428.9.1 A report had been circulated to Members prior to the meeting and various matters were discussed.

1428.9.2 Unanimously RESOLVED that:

- a. that an additional full-time member of the Library team be recruited.
- b. that the role of Summer Intern is rolled out annually
- c. that an Apprentice is recruited to support the Amenities team

and that the remainder of the report be noted. [Proposed: Cllr Ms Reeve; Seconded: Cllr Brown]

1428.10 To receive a report regarding Staff Concerns

1428.10.1 A report outlining some concerns raised by members of staff had been circulated prior to the meeting. The matter was discussed in some depth and recommendations considered.

1428.10.1 Unanimously resolved that:

- a. Members and staff are reminded, on a regular basis, about the contents of the Officer/Member Protocol Policy; the values which Council have now adopted as part of the Town Council Strategic Plan; and that staff are encouraged to utilise the Code of Conduct for Members adopted by Council on 17th May 2021.
- b. that a budget is agreed to support the costs of staff and councillors receiving Mental Health First Aid Training, with the Engagement Officer identified as the lead officer in Mental Health matters.
- c. that the Staff Handbook and associated internal policies and procedures are updated to reflect the above.

[Proposed: Cllr Brown; Seconded: Cllr Thomas]

1428.11 To receive a report regarding an Interim Working from Policy

1428.11.1 A report outlining a proposed interim Working from Policy had been circulated prior to the meeting. The matter was discussed at some length.

- 1428.11.2 Unanimously RESOLVED that an interim Working from Home Policy is approved, until such time as the Flexible Working Policy is updated as part of the Organisational & Staffing Review. [Proposed: Cllr Ms Reeve; Seconded: Cllr Collins]
- 1428.12 **To receive a report regarding amendments to the post of Caretaker/Cleaner**
- 1428.12.1 A report considering the re-titling of the Cleaner/caretaker role with revised hours and an amended Job Description had been circulated prior to the meeting. The matter was discussed, and recommendations considered.
- 1428.12.2 Unanimously RESOLVED that with a period of formal consultation and the subsequent adoption of a proposed new Job Title; updated Job Description; and revision of hours for the Cleaner/Caretaker to take place with immediate effect. [Proposed: Cllr Barnes; Seconded: Cllr Ms Reeve]
- 1428.13 **To consider a recommendation in respect to the continued employment of Ms S H White, Engagement Officer**
- 1428.13.1 A report had been circulated prior to the meeting which highlighted the fact that Ms White was nearing the end of her probationary period and that a decision should be made to determine whether her employment is made permanent. The matter and recommendation was discussed.
- 1428.13.2 Unanimously RESOLVED that Council endorse Ms White's employment with the Council, and that that her position is made permanent, subject to no disciplinary issues between this meeting and 18th October 2021. [Proposed: Cllr Ms Reeve; Seconded: Cllr Collins]

Chairman

Redruth Town Council

Town Clerks Report – Staffing Committee

Meeting Date: 2nd November 2021

Min No	Item	Action	Response
1428.9.2	Recruitment of additional member of library team	Recruitment process completed	New member to commence with team at beginning of Dec 21
1428.10.1	Mental Health First Aid Training.		First MH First Aid training session successfully held with some 12 members of staff attending
1428.10.1	Staff Handbook and associated internal policies and procedures.	All to be updated.	Work commenced, but see HR report
1428.12	Amendments to the post of Caretaker/Cleaner		Amendments now made and in place
1428.13	Continued employment of Engagement Officer		Six-month period completed and post now made permanent.