



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:
16th March 2022

Dear Councillor

Meeting of the Staffing Committee – 21st March 2022

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 21st March 2022 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 read 'PB', with a long horizontal line extending to the right.

Peter Bennett
Town Clerk

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

Meeting of the Redruth Town Council Staffing Committee
21st March 2022
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 24th March 2022. [Minutes attached]
4. Town Clerks 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. Update on the current staffing position within the Operations Department. [See report attached]
7. To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates. [See report attached]
8. Update on the National Pay Award. [See report attached]



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Town Mayor: Cllr M J Brown

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Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 24th January 2022

Present:	Cllr M Brown Cllr R S Barnes Cllr H Biscoe Cllr Mrs A Biscoe Cllr Mrs B Ellenbroek Cllr Ms D Reeve Cllr W Tremayne	Chairman
In attendance:	P B Bennett Ms A J Hunt Ms S H White Louise Cantrill	Town Clerk Operations & Facilities Officer Engagement Officer Skylite Associates

PART I – PUBLIC SESSION

1448.1 To receive apologies for absence

There were no apologies received.

1448.2 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.

1448.3 To Confirm the Minutes of the Meeting of the Staffing Committee held on 2nd November 2021

1448.3.1 RESOLVED by Majority to accept the Minutes of the Staffing Committee meeting held on 20th September 2021 as a true and accurate record of proceedings [Proposed Cllr Ms Reeve; Seconded Cllr Barnes]. Cllrs Biscoe and Mrs Biscoe abstained as they had not been present at the meeting.

1448.4 Town Clerks Report

1448.4.1 A report from the Town Clerk had been circulated prior to the meeting and was noted.

1448.5 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 I of Schedule 12[A] of the 1972 Local Government Act. [Proposed: Cllr Ms Reeve; Seconded: Cllr Mrs Biscoe]

1448.6 To receive an update on HR/Staffing processes from Louise Cantrill, Skylite Associates

1448.6.1 A report had been circulated to Members prior to the meeting and various matters were discussed.

1448.6.2 Unanimously RESOLVED that:

- a. It is recommended that the contents of this report be accepted and approved.
- b. Confidential Staff Survey to further understand priorities.
- c. Facilitated Staff Team Meeting in February to review findings.
- d. Continue the Staffing meeting on a monthly basis until further notice.

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

1448.7 Update on the current staffing position within the Operations Department

1448.7.1 A report compiled by the Operations & Facilities Officer had been circulated to Members prior to the meeting and various matters were discussed. Ms Hunt advised members that due to the unsuccessful recruitment of an Admin Assistant, it had been decided that we should look now at recruiting an Admin & Finance Officer, following her decision to accept the Operations & facilities Officer role on a permanent basis. Members agreed that this was a sensible way forward given the current staffing situation within the team.

1448.7.2 Unanimously RESOLVED to accept the recommendations of the report. [Proposed: Cllr Mrs Ellenbroek; Seconded: Cllr Biscoe]

1448.8 To consider a recommendation in respect to the continued employment of Ms J Sandiford, Community Projects Manager

1448.8.1 A report had been circulated prior to the meeting which highlighted the fact that Ms Sandiford had just reached 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.

1448.8.2 Cllr Reeve wished to place on record how impressed she had been with Ms Sandiford since commencing her employment. She had already demonstrated her abilities and enthusiasm, and in particular in respect of the work on Climate Change.

1448.8.3 Unanimously RESOLVED that Council endorse Ms Sandiford's employment with the Council, and that that her position is made permanent. [Proposed: Cllr Brown; Seconded: Cllr Ms Reeve]

1448.9 To consider a recommendation in respect to the continued employment of Ms A Lamming, Marketing & Events Assistant

1448.9.1 A report had been circulated prior to the meeting which highlighted the fact that Miss Lamming had just reached 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.

1448.9.2 Unanimously RESOLVED that Council endorse Miss Lamming's employment with the Council, and that that her position is made permanent. [Proposed: Cllr Ms Reeve; Seconded: Cllr Barnes]

1448.10 To consider a recommendation in respect to the continued employment of Ms K L Anderson, Promotions & Events Assistant

1448.10.1 A report had been circulated prior to the meeting which highlighted the fact that Ms Anderson 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.

1448.10.2 Unanimously RESOLVED that Council endorse Ms Anderson's employment with the Council, and that that her position is made permanent, subject to no disciplinary issues between this meeting and 16th February 2022. [Proposed: Cllr Ms Reeve; Seconded: Cllr Collins]

1448.11 To consider an additional payment for a member of staff

1448.11.1 A report had been circulated prior to the meeting outlining the additional responsibilities that Mrs Bolton had taken on during two long absences through sickness of the LISTL. The report recommended that the committee approve that during these periods that Mrs Bolton be awarded "acting up pay" to recognise the outstanding contribution she had made to the efficiency and management of the library and information service.

1448.11.2 Unanimously RESOLVED that Mrs Bolton be awarded acting up pay for the periods of absence of the LISLT. [Proposed: Cllr Mrs Ellenbroek; Seconded: Cllr Tremayne]

Chairman

Redruth Town Council

Town Clerks Report – Staffing Committee

Meeting Date: 21st March 2022

Min No	Item	Action	Response
1448.4	Staff Handbook and associated internal policies and procedures.	All to be updated.	Work on-going