



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:
19th January 2022

Dear Councillor

Meeting of the Staffing Committee – 24th January 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 24th January 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 be 'PB', written over a horizontal line.

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
24th January 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 2nd November 2021. [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. To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates. [See report attached]
7. Update on the current staffing position within the Operations Department. [Operations & Facilities Officer – see report attached]
8. To consider a recommendation in respect to the continued employment of Ms J Sandiford, Community Projects Manager. [Chairman – see report attached]
9. To consider a recommendation in respect to the continued employment of Ms A Lamming, Marketing & Events Assistant. [See report attached]
10. To consider a recommendation in respect to the continued employment of Ms K L Anderson, Promotions & Events Assistant. [See report attached]
11. To consider an additional payment for a member of staff. [See report attached]



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Town Mayor: Cllr M J Brown

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Minutes of an Extraordinary Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Tuesday 2nd November 2021

Present: Cllr M Brown Chairman
Cllr R S Barnes
Cllr L Collins
Cllr Mrs B Ellenbroek
Cllr Ms D Reeve
Cllr I Thomas
Cllr W Tremayne

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

1439.1 To receive apologies for absence

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

1439.2 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.

1439.3 To Confirm the Minutes of the Meeting of the Staffing Committee held on 20th September 2021

1439.3.1 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 Thomas]. Cllrs Mrs Ellenbroek and Tremayne abstained as they had not been present at the meeting.

1439.4 Town Clerks Report

1439.4.1 A report from the Town Clerk had been circulated prior to the meeting and was noted.

1439.5 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 Tremayne]

- 1439.6 **To receive an update on HR/Staffing processes from Louise Cantrill, Skylite Associates**
- 1439.6.1 A report had been circulated to Members prior to the meeting and various matters were discussed.
- 1439.6.2 Unanimously RESOLVED that:
- a. that a dedicated Saturday Library and Information Assistant be recruited for circa 24 hours per month,
 - b. that an additional full-time member of the Amenities Team be recruited,
- and that the remainder of the report be noted. [Proposed: Cllr Ms Reeve; Seconded: Cllr Brown]
- 1439.7 **To consider the Staffing Budget for FY 2022-23 and make recommendations to the Audit & Accounting Governance Committee**
- 1439.7.1 A report outlining the proposed staffing budget for FY 2022-23 was circulated prior to the meeting. The Town Clerk then took the member through the proposal explaining the differing figures, and answering questions raised by Members
- 1439.7.1 Unanimously RESOLVED that the proposed Staffing Budget for FY 2022-23 be forwarded to the Audit & Accounting Governance Committee for inclusion in the consideration of the overall Town Council budget for FY 2022-23. [Proposed: Cllr Brown; Seconded: Cllr Mrs Ellenbroek]

Chairman

Redruth Town Council

Town Clerks Report – Staffing Committee

Meeting Date: 24th January 2022

Min No	Item	Action	Response
1439.4	Staff Handbook and associated internal policies and procedures.	All to be updated.	Work on-going
1439.6.2	Recruitment of dedicated Saturday LIA	Recruitment process completed	New member commenced with team on 15 Jan 22
1439.6.2	Recruitment of additional Facilities Team member		Interviews to be held 14 Jan 22 – update included in Ops report
1439.6.2	Recruitment of additional Admin Team member		Interviews to be held 18 Jan 22 – update included in Ops report