

**REDRUTH TOWN
COUNCIL**



**CONSEL AN DRE
RESRUDH**

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:
18th May 2022

Dear Councillor

Meeting of the Staffing Committee – 23rd May 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 23rd May 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 Biscoe
Cllr Mrs Biscoe
Cllr Brown
Cllr Garrick
Cllr Reeve
Cllr Thomas
Cllr Tremayne
Operations & Facilities Officer
Engagement Officer
Louise Cantrill, Skylite Associates

Information:

All other Town Councillors

Redruth Town Council
Meeting of the Staffing Committee
23rd May 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 21st March 2022. [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. Update on the current staffing position within the Operations Department Update on the current staffing position within the Operations Department. [See report attached]
6. To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates. [See report attached]
7. To consider a recommendation in respect to the continued employment of Ms C Coomber, Administration Assistant. [See report attached]
8. To consider extension of the probationary period of a LIS Team Member. [See report attached]
9. To consider and approve policies contained within the Staff Handbook. [Document previously circulated]



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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 21st March 2022

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

In attendance: Ms A Hunt Operations & Facilities Officer
Ms L Cantrill Skylite Associates

PART I – PUBLIC SESSION

1457.1 To receive apologies for absence

Apologies were received from Cllr H Biscoe (unwell) and Cllr A Biscoe (other commitments).

1457.2 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.

1457.3 To confirm the Minutes of the Meeting of the Staffing Committee held on 24th January 2022

1457.3.1 RESOLVED by Majority to accept the Minutes of the Staffing Committee meeting held on 24th January 2022 as a true and accurate record of proceedings [Proposed Cllr Ms Reeve; Seconded Cllr Thomas]. Cllr Thomas abstained as he had not been present at the meeting.

1457.4 Town Clerk's Report

1457.4.1 A report had been circulated prior to the meeting. The report was noted.

1457.5 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.

1457.5.1 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 Thomas]

1457.6 Update on the current staffing position within the Operations Department

A report had been circulated prior to the meeting. The report was noted.

1457.7 To receive an update on HR/Staffing processes from Louise Cantrill, Skylite Associates

A report had been circulated prior to the meeting.

1457.7.1 Unanimously RESOLVED to accept and approve the contents of the report. [Proposed Cllr Brown; Seconded Cllr Ellenbroek]

1457.8 Update on the National Pay Award

A report had been circulated prior to the meeting.

1457.8.1 Unanimously RESOLVED to endorse the recommendations of the National Joint Council for Local Government Services [Proposed Cllr Ellenbroek; Seconded Cllr Reeve].

Chairman