



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> June 2022

See Distribution

Dear Councillor

**Meeting of the Staffing Committee – 20<sup>th</sup> June 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 20<sup>th</sup> June 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 'P B Bennett', 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 Garrick	Engagement Officer
	Louise Cantrill, Skylite Associates

Information:

All other Town Councillors

**Redruth Town Council**  
**Meeting of the Staffing Committee**  
**20<sup>th</sup> June 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 23<sup>rd</sup> May 2022. [Minutes attached]
  - 3.2 the Extraordinary Meeting of the Staffing Committee held on 7<sup>th</sup> June 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. [See report attached]
6. Update on the current staffing position within the Engagement Team. [See report attached]
7. To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates. [Report to follow]



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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 23<sup>rd</sup> May 2022

Present: Cllr M Brown Chair  
Cllr R S Barnes  
Cllr Ms D Reeve  
Cllr I Thomas

In attendance: P B Bennett Town Clerk  
Ms A Hunt Operations & Facilities Officer  
Ms S White Engagement Officer  
Ms L Cantrill Skylite Associates  
One further representative from Skylite Associates was also in attendance

**PART I – PUBLIC SESSION**

**1469.1 To receive apologies for absence**

Apologies were received from Cllrs Mrs Biscoe, Biscoe, Garrick, and Tremayne (other commitments).

**1469.2 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.

**1469.3 To confirm the Minutes of the Staffing Committee meeting on 31<sup>st</sup> March 2022.**

1451.3.1 Unanimously RESOLVED that the Minutes of the Staffing Committee Meeting held on 31<sup>st</sup> March 2022 be accepted as a true and accurate record of proceedings. [Proposed Cllr Reeve; Seconded Cllr Thomas]

**1469.4 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.**

1469.4.1 RESOLVED by Majority 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 Reeve; Seconded Cllr Barnes]

**1469.5 Update on the current staffing position within the Operations Department**

A report had been circulated prior to the meeting and its content discussed.

1469.5.1 Unanimously RESOLVED the report be accepted and noted. [Proposed: Cllr Barnes; Seconded: Cllr Thomas]

**1469.6 To receive an update on the HR/Staffing processes from Louise Cantrill, Skylite Associates**

A report had been circulated prior to the meeting and its content discussed.

1469.6.1 Unanimously RESOLVED the recommendations be accepted except the one relating to the Staff Handbook as that would be discussed later in the meeting. [Proposed: Cllr Barnes; Seconded: Cllr Thomas]

**1469.7 To consider a recommendation in respect to the continued employment of Ms C Coomber, Administration Assistant**

A report had been circulated prior to the meeting recommending that Ms Coomber's employment with the Council be made permanent.

1469.7.1 Unanimously RESOLVED that Ms Coomber's employment with the Council is endorsed and that her contract is made permanent. [Cllr Brown; Seconded: Cllr Ms Reeve]

**1469.8 To consider an extension of the probationary period of a member of the LIS Team**

A report had been circulated prior to the meeting and its content discussed.

1469.8.1 Unanimously RESOLVED the recommendation be accepted, and that a member of the LIS Team has their probationary period extended by 3 months. [Proposed: Cllr Barnes; Seconded: Cllr Ms Reeve]

**1469.9 To consider and approve policies contained within the Staff Handbook**

Discussion took place around a number of clauses contained within the draft handbook which Skylite would look to incorporate. However, the Chair emphasised that for something as important as this, we should look for full support from this committee, however, due to the numbers attending the meeting this was not possible.

1469.9.1 Unanimously RESOLVED that discussion and approval of the Staff Handbook be deferred and considered at an extraordinary meeting of the committee to be held on 7<sup>th</sup> June 2022. [Proposed Cllr Brown; Seconded Cllr Thomas]

**Chairman**



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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 Tuesday 7<sup>th</sup> June 2022

Present: Cllr M Brown Chair  
Cllr R S Barnes  
Cllr Ms D Reeve  
Cllr I Thomas

In attendance: Ms A Hunt Operations & Facilities Officer  
Ms L Cantrill Skylite Associates  
One further representative from Skylite Associates was also in attendance

**PART I – PUBLIC SESSION**

**1472.1 To receive apologies for absence**

Apologies were received from Cllrs A Biscoe, H Biscoe, Garrick and Tremayne (other commitments).

**1472.2 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.

**1472.3 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.**

1472.3.1 RESOLVED by Majority 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 Reeve; Seconded Cllr Thomas] Cllr Barnes voted against.

**1472.4 To consider and approve policies contained within the Staff Handbook**

Discussion took place around a number of clauses contained within the draft handbook and amendments were agreed.

1472.4.1 RESOLVED by Majority to approve the Staff Handbook subject to: (i) the agreed amendments being made and (ii) endorsement by Full Council at its next meeting on 27<sup>th</sup> June 2022. The policies contained in the Staff Handbook are to come into effect from 8<sup>th</sup> June 2022. [Proposed Cllr Thomas; Seconded Cllr Brown] Cllr Barnes voted against.

**Chairman**