



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:

10th August 2022

Dear Councillor

Meeting of the Staffing Committee – 15th August 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 15th August 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 Garrick	Engagement Officer
	Louise Cantrill, Skylite Associates

Information:

All other Town Councillors

Redruth Town Council
Meeting of the Staffing Committee
15th August 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 20th 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. [See report attached]
8. To consider a recommendation in respect to the continued employment of Mrs Katy Teare (Library & Information Assistant). [See report attached]



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

Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 20th June 2022

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

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

PART I – PUBLIC SESSION

1474.1 To receive apologies for absence

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

1474.2 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.

1474.3 To confirm and approve the Minutes of:

1471.3.1 *Meeting of the Staffing Committee held on 23rd May 2022*

1474.3.2 RESOLVED by a majority that the Minutes of a Meeting of the Staffing Committee held on 23rd May 2022 be accepted as a true and accurate record of proceedings. [Proposed: Cllr Thomas; Seconded: Cllr Ms Reeve] Cllr Garrick abstained as he was not present at the meeting.

1474.3.3 *Extraordinary Meeting of the Staffing Committee held on 7th June 2022*

1474.3.4 RESOLVED by a majority that the Minutes of an Extraordinary Meeting of the Staffing Committee held on 7th June 2022 be accepted as a true and accurate record of proceedings. [Proposed: Cllr Barnes; Seconded: Cllr Thomas] Cllr Garrick abstained as he was not present at the meeting.

1474.4 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 Reeve; Seconded Cllr Garrick]

1474.5 To receive an update on the current staffing position within the Operations Team

A report from the Operations & Facilities Officer had been circulated prior to the meeting outlining the staffing issues within her team at present which included timescales identified to carry out recruitment in areas of shortfall. Members took the opportunity to clarify a number of points which were dealt with clearly.

The report was noted.

1474.6 To receive an update on the current staffing position within the Engagement Team

A report from the Engagement Officer had been circulated prior to the meeting outlining the staffing position within her team at the present time. A recommendation within the report that Miss K Anderson, a Marketing and Events Assistant within the Engagement Team, has her contract extended to a full time, 37 hours per week contract, at a time that is mutually acceptable, likely to be around August/September was considered by Members.

1474.6.1 Unanimously RESOLVED that the contract of employment for Miss K Anderson be extended to a full time, 37 hours per week contract, at a time that is mutually acceptable. [Proposed: Cllr Ms Reeve; Seconded: Cllr Thomas]

1474.7 To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates

A report on HR/Staffing processes from Louise Cantrill, Skylite Associates had been circulated prior to the meeting outlining recruitment, staff handbook and contracts, and the facilitated Team Meeting. Members took the opportunity to clarify a number of points which were dealt with clearly.

The report was duly noted.

Chairman