

**REDRUTH TOWN  
COUNCIL**



**CONSEL AN DRE  
RESRUDH**

Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

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**Town Mayor: Cllr M J Brown**

**Town Clerk: P B Bennett**

See Distribution

*Our Reference:*  
RTC/400/1/Mtg  
*Date:*  
12<sup>th</sup> October 2022

Dear Councillor

**Meeting of the Staffing Committee – 17<sup>th</sup> October 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 17<sup>th</sup> October 2022 commencing at 7:00 p.m.

The Agenda and associated papers are enclosed for your reference and information.

Yours sincerely



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**  
**17<sup>th</sup> October 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 15<sup>th</sup> August 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]



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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 15<sup>th</sup> August 2022

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

Chair

In attendance: Ms A Hunt  
Ms S White  
Ms L Cantrill

Operations & Facilities Officer  
Engagement Officer  
Skylite Associates

PART I – PUBLIC SESSION

**1484.1 To receive apologies for absence**

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

**1484.2 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.

**1484.3 To confirm and approve the Minutes of:**

1471.3.1 *Meeting of the Staffing Committee held on 20<sup>th</sup> June 2022*

1484.3.2 Unanimously RESOLVED that the Minutes of a Meeting of the Staffing Committee held on 20<sup>th</sup> June 2022 be accepted as a true and accurate record of proceedings. [Proposed: Cllr Garrick; Seconded: Cllr Thomas]

1484.4 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 Barnes]

**1484.5 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 conduct recruitment in areas of shortfall. Members took the opportunity to clarify a number of points which were dealt with clearly.

The report was noted.

**1484.6 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. She advised that the vacancy within the Library & Information team had now been filled and the new employee would be commencing employment on 22<sup>nd</sup> September 2022. Members took the opportunity to clarify a number of points which were dealt with clearly.

The report was noted.

**1484.7 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 outcome of facilitated Team Meeting. Members took the opportunity to clarify a number of points which were dealt with clearly.

The report was duly noted.

**1484.8 To consider a recommendation in respect to the continued employment of Mrs Katy Teare (Library & Information Assistant)**

1484.8.1 A report had been circulated prior to the meeting which highlighted the fact that Mrs Katy Teare had reached the end of her probationary period and that a decision should be made to determine whether her employment with the Town Council is made permanent. The matter and recommendation were discussed.

1484.8.2 Unanimously RESOLVED that Council endorse Mrs K Teare's employment with the Council, and that her position is made permanent. [Proposed: Cllr Barnes; Seconded: Cllr Garrick]

**Chairman**