

**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 R S Barnes

Town Clerk: P B Bennett

See Distribution

Our Reference:
RTC/400/1/Mtg
Date:
17th May 2023

Dear Councillor

Meeting of the Staffing Committee – 22nd May 2023

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 22nd May 2023 commencing at 7:00 p.m.

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'PB', with a long horizontal line extending to the right.

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
22nd May 2023

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 17th April 2023. [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 an upgrade of the existing Payroll to a full HR system. [Administration Manager - 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 17th April 2023

Present: Cllr M Brown Chair
Cllr R S Barnes
Cllr Mrs A Biscoe
Cllr H Biscoe
Cllr C Garrick
Cllr Ms D Reeve
Cllr I Thomas
Cllr W Tremayne

In attendance: P B Bennett Town Clerk
Ms A Hunt Operations & Facilities Officer
Ms S White Engagement Officer
Mrs L Cantrill Skylite Associates

PART I – PUBLIC SESSION

1523.1 To receive apologies for absence

No apologies were necessary.

1523.2 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.

1523.3 To confirm the Minutes of:

The Meeting of the Staffing Committee held on 20th February 2023

1523.3.1 RESOLVED by Majority to confirm the minutes of the Meeting of the Staffing Committee held on 20th February 2023 as a true and accurate record of proceedings. [Proposed Cllr Reeve; Seconded Cllr Garrick] Cllrs Mrs Biscoe, Biscoe, and Tremayne abstained as they had not been present at the meeting.

1523.4 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

1523.4.1 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 Thomas; Seconded Cllr Barnes]

1523.5 To receive an update on the current staffing position within the Operations Team

A report had been circulated prior to the meeting. Councillors asked a number of questions in relation to both aspects of the Operations Team, and in particular the staff structure, the recently filled posts within the team, and the recruitment of the vacant Facilities Technician post.

1523.5.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Biscoe; Seconded: Cllr Mrs Biscoe]

1523.6 To receive an update on the current staffing position within the Engagement Team

A report had been circulated prior to the meeting. The Engagement Officer provided clarification in response to questions from Councillors. They fully supported the short-term reorganisation of the team.

1523.6.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Biscoe; Seconded: Cllr Thomas]

1523.7 To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates

A report had been circulated prior to the meeting. Ms Cantrill outlined the general situation concerning leavers, Employment Contracts and the RFO recruitment. In relation to questions about using a financial specialist recruitment agency, Ms Cantrill gave members an assurance that there is a claw back guarantee should someone be appointed and then leave the post shortly afterwards.

1523.7.1 RESOLVED by a majority that:

- a. We use specialised a finance recruitment firms in pursuit of the RFO;
- b. The rest of the report be noted.

[Proposed: Cllr Biscoe; Seconded: Cllr Barnes] Cllr Garrick abstained.

1523.8 To consider a recommendation in respect to the continued employment of Maria Moreno-Felstead.

1523 A report had been circulated prior to the meeting recommending that the employment of Maria Moreno-Felstead be made permanent after a highly successful probationary period.

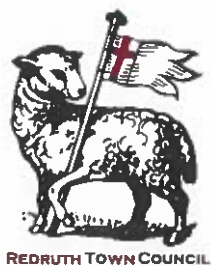
1523.8.1 Unanimously RESOLVED that Maria Moreno-Felstead's employment with the Council be made permanent. [Proposed: Cllr Biscoe; Seconded: Cllr Garrick]

1523.9 To consider a recommendation in respect to the continued employment of Tamsyn Dowling.

1523 A report had been circulated prior to the meeting recommending that the employment of Tamsyn Dowling be made permanent after a highly successful probationary period.

1523.9.1 Unanimously RESOLVED that Tamsyn Dowling's employment with the Council be made permanent. [Proposed: Cllr Biscoe; Seconded: Cllr Garrick]

Chairman



REDRUTH TOWN COUNCIL

WELCOME TO TOLGUS NEWS

12TH MAY 2023



Welcome to this week's Tolgus News. We hope you've all had a good week.

A bit of a quieter weekend coming up after all the fun of the Coronation weekend - thanks to all who helped out with the festivities.

The new issue of the Redruth Record is out so pick up a copy from the Library or Engagement Office.

Star of the Week

Barb – for putting in extra hours and going above and beyond on more than one occasion to make sure people get the service they deserve from the Town Council



OPERATIONS UPDATES

We've been thinking about how to give everyone the chance to have their ideas heard and have decided to trial a Bright Ideas Box. You should spot it from next week – please use it to let us know how you think the Town Council could improve. Be as creative as you like – there's no such thing as a bad idea! The only thing we ask is that you keep it positive please. We can't promise all of the ideas will be implemented, but we can promise that they will all be discussed fairly by the Management Team.



Monday evening brings the Town Council's Annual General Meeting, at which Councillors will elect a new Mayor and Deputy Mayor – we'll update you all on the outcome next week!

DISCOUNTED DAYS OUT

Did you know that as a RTC employee, you can get free or discounted entry to many Cornish attractions? Both Seymac and Publicity South West have given us invitation cards for places such as Bodmin Jail, Heligan, Newquay Zoo and even a trip to Lundy Island.

The only downside is that each place can only be visited once per invite so if there's somewhere you really want to go, get in quick!

The cards are in the Library or speak to Barb if you want to find out more.



SPOTLIGHT ON JO

JO IS ONE OF OUR ADMIN ASSISTANTS

Jo joined the Town Council as an Admin Assistant in February 2023. She reports to Claire C. Never one to make a subtle entrance, Jo describes herself as 'clumsy' and has an impressive ability to trip over thin air!

What is Jo's role?

Jo's job covers a wide variety of admin tasks. These include:

- Sending out and publishing meeting papers
- Attending Council meetings and taking the minutes
- Acting as the Town Council's central contact point, making sure that all enquiries received via email, telephone and the website are dealt with promptly and professionally
- Maintaining the digital and paper filing systems
- Managing room bookings
- Managing the Mayor's diary, including sending RSVPs to all the invitations
- Registering invoices, making sure purchase orders are provided and banking
- Collating orders for the town's floral display
- Helping out with the Youth Council

Jo is also quite protective over tea-making duties in the office. If you ever fancy a chat and a brew, she is always happy to put the kettle on and oblige...



FUN FACT: JO USED TO DO A LOT OF AMATEUR DRAMATICS AND ONCE PLAYED THE BACK END OF A COW (CALLED DAISY) IN A PANTOMIME!

A FEW PICTURES FROM THE CORONATION WEEKEND

