



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

Our Reference:
RTC/400/1/Mtg
Date:
12th July 2023

See Distribution

Dear Councillor

Meeting of the Staffing Committee – 17th July 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 17th July 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', 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 Officer
Cllr Garrick	Engagement Officer
	Admin Manager
	Louise Cantrill, Skylite Associates

Information:

All other Town Councillors

Redruth Town Council
Meeting of the Staffing Committee
17th July 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 22nd May 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 benchmarking recommendations of some junior management posts. [Town Clerk - see report attached]
9. To receive a short session on Interviewing Techniques. [Louise Cantrill/Admin Manager]



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

Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 22nd May 2023

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

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

PART I – PUBLIC SESSION

1531.1 To receive apologies for absence

Apologies were received from Cllr Tremayne (unwell).

1531.2 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.

1531.3 To confirm the Minutes of the Meeting of the Staffing Committee held on 17th April 2023

1531.3.1 Unanimously RESOLVED that the minutes of the Meeting of the Staffing Committee held on 20th February 2023 be accepted as true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr H Biscoe]

1531.4 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

1531.4.1 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 A Biscoe; Seconded Cllr Barnes]

1531.5 To receive an update on the current staffing position within the Operations Team

A report had been circulated prior to the meeting, covering the Administration Team, Facilities Team Youth Engagement, and other minor topics. Councillors asked a number of questions in relation to these matters which the operations Officer addressed to Members satisfaction.

1531.5.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Biscoe; Seconded: Cllr Garrick]

1531.6 To receive an update on the current staffing position within the Engagement Team

A report had been circulated prior to the meeting outlining the current staffing position within the Engagement team. The Engagement Officer provided clarification in response to questions from Councillors.

1531.6.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Barnes; Seconded: Cllr H Biscoe]

1531.7 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 Staff Appraisals, further benchmarking and other lesser topics relating to the HR/staffing processes.

1531.7.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr H Biscoe; Seconded: Cllr Barnes]

1531.8 To consider an upgrade of the existing Payroll system to a full HR system

1531 A report had been circulated prior to the meeting recommending that the existing payroll system be upgraded to a full HR system at a cost of £1 per employee.

1531.8.1 Unanimously RESOLVED that the existing payroll system be upgraded to a full HR system at a cost of £1 per employee. [Proposed: Cllr Biscoe; Seconded: Cllr Garrick]

Chairman