

**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:
13th September 2023

Dear Councillor

Meeting of the Staffing Committee – 18th September 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 18th September 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 read 'PB', with a horizontal line extending to the right.

Peter Bennett
Town Clerk

Enclosures

Agenda and associated documentation.

Distribution:

Action:

Cllr Barnes	Cllr Thomas
Cllr Biscoe	Cllr Tremayne
Cllr Mrs Biscoe	Operations Officer
Cllr Brown	Engagement Officer
Cllr Garrick	Admin Manager
	Louise Cantrill, Skylite Associates

Information:

All other Town Councillors

Redruth Town Council
Meeting of the Staffing Committee
18th September 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 July 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 receive a short session on the Grievance Procedure. [Louise Cantrill/Admin Manager]



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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 17th July 2023

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

Chair
From the point mentioned

In attendance: P B Bennett
Ms S White
Ms C Coomber
Mrs L Cantrill

Town Clerk
Engagement Officer
Administration Manager
Skylite Associates

PART I – PUBLIC SESSION

1540.1 To receive apologies for absence

Apologies were received from Cllr Tremayne (unwell), and Ms Hunt, Operations Officer (family commitments).

1540.2 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.

1540.3 To confirm the Minutes of the Meeting of the Staffing Committee held on 22nd May 2023

1540.3.1 Unanimously RESOLVED that the minutes of the Meeting of the Staffing Committee held on 22nd May 2023 be accepted as true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr H Biscoe]

1540.4 Cllr Barnes entered the meeting.

1540.5 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

1540.5.1 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 Reeve; Seconded Cllr Garrick]

1540.6 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.

1540.6.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Garrick; Seconded: Cllr H Biscoe]

1540.7 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.

1540.7.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr H Biscoe; Seconded: Cllr A Biscoe]

1540.8 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 benchmarking, Councillor updates and other lesser topics relating to the HR/staffing processes.

1540.8.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Garrick; Seconded: Cllr Brown]

1540.9 To consider benchmarking recommendations of some junior management posts

A report had been circulated prior to the meeting recommending that some posts at junior management level receive a minor increase in pay scales to ensure that they relate to national and regional levels. It also recommended the creation of a Deputy Library Manager position from within the existing staff structure.

1540.9.1 RESOLVED by a majority that:

- a. the Library & Information Service Team Leader role to be renamed Library Manager and the pay scales increased from SCPs 9-12 (£23194 - £24496) to SCPs 17-21 (£26845 - £28900)
- b. the Facilities Supervisor to be renamed Facilities Manager and pay scales increased from SCPs 12-15 (£24496 - £25878) to SCPs 17-21 (£26845 - £28900)
- c. a new Deputy Library Manager role be created from within existing resources on the SCPs 13 - 17 (24,948 - £26,845), and that Sarah Bolton be offered this appointment subject to the successful completion of the normal six-month probationary period, and that all future internal appointments are subject to a robust scrutiny, being open and transparent.

And that all these changes become effective from 1 August 2023.

[Proposed: Cllr Brown; Seconded: Cllr H Biscoe] Cllrs Reeve and Thomas abstained.

Chairman