



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

Tel No: 01209-210038 e-mail: [admin@redruth-tc.gov.uk](mailto:admin@redruth-tc.gov.uk)

**Town Mayor: Cllr R S Barnes**

**Town Clerk: P B Bennett**

*Our Reference:*

RTC/400/1/Mtg

*Date:*

15<sup>th</sup> November 2023

See Distribution

Dear Councillor

**Meeting of the Staffing Committee – 20<sup>th</sup> November 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 20<sup>th</sup> November 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 drawn through it.

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	RFO
Admin Manager	Louise Cantrill, Skylite Associates

Information:

All other Town Councillors

**Redruth Town Council**  
**Meeting of the Staffing Committee**  
**20<sup>th</sup> November 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 18<sup>th</sup> September 2023. [Minutes attached]
  - 3.2 Extraordinary meeting of the Staffing Committee held on 23<sup>rd</sup> October 2023. [Minutes attached]
4. Update on the National Pay Award 2023. [See report attached]
5. 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**

6. Update on the current staffing position within the Operations Department. [See report attached]
7. Update on the current staffing position within the Engagement Team. [See report attached]
8. To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates. [See report attached]
9. To consider how internal/external advertising as part of the recruitment process is applied. [See report attached]
10. To consider and approve the Staffing Budget for FY 24-25 and to make recommendations to the Finance Committee. [See budget attached]
11. To consider a recommendation in respect to the continued employment of Mrs H Bardle, Responsible Finance Officer. [See report attached]
12. To consider a request from the Town Clerk that outstanding TOIL be made as a payment. [See report attached]
13. To further consider the recruitment for the forthcoming Town Clerk vacancy and to agree a way forward. [See report attached]



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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 18<sup>th</sup> September 2023

Present: Cllr C Garrick  
Cllr R S Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr I Thomas  
Cllr W Tremayne

Chair

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

Town Clerk  
Operations Officer  
Engagement Officer  
Administration Manager  
Skylite Associates

PART I – PUBLIC SESSION

**1548.1 To receive apologies for absence**

Apologies were received from Cllr Brown (family commitments).

**1548.2 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.

**1548.3 To confirm the Minutes of the Meeting of the Staffing Committee held on 17<sup>th</sup> July 2023**

1548.3.1 RESOLVED by a majority that the minutes of the Meeting of the Staffing Committee held on 17<sup>th</sup> July 2023 be accepted as true and accurate record of proceedings. [Proposed Cllr H Biscoe; Seconded Cllr A Biscoe]

**1548.4 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**

1548.4.1 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 H Biscoe; Seconded: Cllr Barnes]

**1548.5 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. In particular reference was made to Mr Coombs of the facilities Team and the recommendation that his employment be made permanent now that this probationary period had ended.

**1548.5.1 Unanimously RESOLVED that:**

- (i) that Mr Coombs' employment with the Council is endorsed and that that his position is made permanent;
- (ii) that, having attained the full qualifications/certifications required for the role of Facilities Technician, Mr Coombs receive a pay rise from SCP 6 to SCP 8, effective from 7<sup>th</sup> September 2023;
- (iii) that the remainder of this report be noted.

[Proposed: Cllr H Barnes; Seconded: Cllr H Biscoe]

**1548.6 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. The committee noted that the Engagement Staff did a great job at the recent town festival and in particular in dealing with a couple of minor incidents involving the public.

**1548.6.1 Unanimously RESOLVED that the report be noted, and that the Engagement Staff be complimented on their work at the recent Mining and Pasty Festival, in dealing with members of the public who had become aggressive in their manner, and how the staff dealt with the situation. [Proposed: Cllr H Biscoe; Seconded: Cllr Thomas]**

**1548.7 To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates**

A report had been circulated prior to the meeting. Ms Cantrill updated Members on general HR matters, including a resignation within the Library team and the recruitment of the CPM role.

**1548.7.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr H Biscoe; Seconded: Cllr Tremayne]**

**1548.8 To consider receive a short session on the Grievance Procedure**

A short session on the Grievance Procedure for employees was led by Ms Cantrill and the Admin Manager, which was well received by the committee who asked many questions and requests for clarification.

**Chairman**



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**Town Mayor: Cllr R S Barnes**

**Town Clerk: P B Bennett**

Minutes of an Extraordinary Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 23<sup>rd</sup> October 2023

Present: Cllr M Brown  
Cllr R S Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr I Thomas

Chair

In attendance: P B Bennett  
Ms A Hunt  
Ms S White  
Mrs H Bardle  
Ms C Coomber  
Mrs L Cantrill

Town Clerk  
Operations Officer  
Engagement Officer  
RFO  
Administration Manager  
Skylite Associates

PART I – PUBLIC SESSION

**1553.1 To receive apologies for absence**

Apologies were received from Cllrs Garrick (other commitments) and Tremayne (unwell).

**1553.2 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.

**1553.3 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**

1553.3.1 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 A Biscoe]

**1553.4 To consider and approve the process and dates for the recruitment of a Town Clerk**

A discussion was to be held concerning the process and dates for the recruitment of a Town Clerk arising out of his recent announcement of retirement. However, a report submitted by the Senior Management Team, but not including the Town Clerk, recommended that the committee takes a strategic and measured approach to this matter with further discussion at the next meeting of the committee. Discussion was held around this recommendation.

1553.4.1 RESOLVED by a majority that the committee takes a strategic and measured approach to the recruitment of the vacancy arising out of the retirement of the Town Clerk, with the matter being further considered for further discussion at the meeting of the Staffing Committee on 20<sup>th</sup> November 2023. [Proposed: Cllr Brown; Seconded: Cllr H Biscoe] Cllr Barnes voted against the motion.

**Chairman**

## REDRUTH TOWN COUNCIL

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### REPORT FOR: Staffing Committee Meeting on 20<sup>th</sup> November 2023

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#### 1.0 **SUBJECT OF REPORT: Update on the National Pay Award**

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#### 2.0 **SUMMARY OF IMPLICATIONS**

- a. Policy - Yes
- b. Financial - Yes
- c. Legal - No

#### 3.0 **TERMS OF REFERENCE**

3.1 To provide an update to the Committee on the national pay award.

#### 4.0 **REPORT**

4.1 Members will be aware that to date we have been awaiting information on the national salary award for clerks and other employees employed under the terms of the model contract (Green Book)

4.2 We have now been informed that the National Joint Council for Local Government Services (NJC) has agreed on the new rates of pay applicable from 1 April 2023. They state:

- Pay Agreement has been reached on rates of pay applicable from 1 April 2023.
- Employers are encouraged to implement this pay award as swiftly as possible – back-dated pay has been calculated and will be included with employees pay at the end of November and all employees have been notified as such.
- Backpay for employees who have left employment since 1 April 2022 - if requested by an ex-employee to do so, it is recommended that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.
- When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund – this could be applicable to all 3 employees who have left our employ, and the CC Pension Fund will be notified accordingly if required. However, on this occasion this does not affect any of our employees who have left us since 1 Apr 23.

4.3 The national pay award is a flat £1925 p.a. across all Spinal Column Points (SCPs) up to and including SCP 42 with an average increase across those SCPs of 7.28%. For those employees on SCP 43 and above (in our case this is only the Town Clerk) the increase is 3.88%. These figures are in line with those for which we budgeted.

#### 5.0 **RECOMMENDATIONS**

It is recommended that the committee endorse the recommendations of the NJC.

Peter Bennett  
Town Clerk