



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

Our Reference:
RTC/400/1/Mtg
Date:
17th January 2024

See Distribution

Dear Councillor

Meeting of the Staffing Committee – 22nd January 2024

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 January 2024 commencing at 7:00pm.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Abigail Hunt'.

Abigail Hunt
Operations Officer & Interim Proper Officer

Enclosures

Agenda and associated documentation

Distribution:

Action:

Cllr Barnes
Cllr Biscoe
Cllr Mrs Biscoe
Cllr Brown
Cllr Garrick
Cllr Thomas
Cllr Tremayne

Information:

All other Town Councillors
Louise Cantrill, Skylite Associates

Redruth Town Council
Meeting of the Staffing Committee
22nd January 2024

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 the Meeting of the Staffing Committee held on 20th November 2023 [Minutes attached]
4. To consider an increase in mileage rates in line with HMRC advisory rates [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 receive a short session on the Disciplinary 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 20th November 2023

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

Chair

In attendance: Cllr R Major
Cllr D Reeve
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

1557.1 To receive apologies for absence.

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

1557.2 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 by Members, but the RFO declared an interest in Agenda Item 11, and the Town Clerk declared an interest in Agenda Item 12 .

1557.3 To confirm the Minutes of the:

Meeting of the Staffing Committee held on 18th September 2023

1557.3.1 RESOLVED by Majority that the minutes of the Meeting of the Staffing Committee held on 18th September 2023 be accepted as true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr A Biscoe] Cllr Brown abstained as he was not present at the meeting.

1557.3.2 *Extraordinary Meeting of the Staffing Committee held on 23rd October 2023*

1557.3.1 RESOLVED by Majority that the minutes of the Extraordinary Meeting of the Staffing Committee held on 23rd October 2023 be accepted as true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr A Biscoe] Cllr Garrick abstained as he was not present at the meeting.

1557.4 Update on the National Pay Award for 2023

A report had been circulated prior to the meeting outlining the National Pay Award agreement for 2023.

- 1557.4.1 Unanimously RESOLVED that the Committee endorses and approves the National Pay Award for 2023. [Proposed Cllr Garrick; Seconded Cllr Barnes]
- 1557.5 **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**
- 1557.5.1 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 Garrick; Seconded Cllr A Biscoe]
- 1557.6 **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. In particular, reference was made to the Town Council opening hours over the Festive period.
- 1557.6.1 RESOLVED by Majority that the Council gifts Wednesday 27th December 2023 as a day's leave to all staff in appreciation of their efforts over the previous year. [Proposed Cllr Brown; Seconded Cllr Garrick] Cllrs Barnes and Biscoe voted against. A proposal rejecting the request made by Cllr Barnes and seconded by Cllr Biscoe was lost on the casting vote of the Chair.
- And that the remainder of this report be noted.
- The Operations Officer left the meeting at this point.
- 1557.7 **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. In particular, reference was made to adjustments within the staffing contracted hours, that recruitment for the vacant Events & Marketing Co-ordinator post was underway, and recruitment for the vacant Library Assistant post would commence shortly.
- 1557.7.1 Unanimously RESOLVED that:
- a. approval is given to increase Mrs Teare's hours by 6 hours per and Miss Dowling's by 3.5 hours per week following the reduction in hours by Ms Barnes to commence week commencing 4th December 2023; and that
 - b. it be noted that the recruitment for the Events & Marketing Co-ordinator is currently underway, and for the LIS Assistant vacancy will commence shortly. [Proposed Cllr Brown; Seconded Cllr Barnes]
- 1557.8 **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. It reflected the previous reports from the Operations and Engagement Officers and highlighted some work to be done within the Senior Management Team.
- 1557.8.1 Unanimously RESOLVED that the report be noted. [Proposed Cllr Brown; Seconded Cllr Barnes]

1557.9 **To consider how internal/external advertising as part of the recruitment process is applied.**

A brief report had been circulated prior to the meeting requesting direction on how to deal with internal and external advertising when it comes to the recruitment of posts within the Town Council.

1557.9.1 Unanimously RESOLVED that for the recruitment of all future vacancies internal and external advertising will be carried out at the same time. [Proposed Cllr Barnes; Seconded Cllr Thomas]

1557.10 **To consider the Staffing Budget for 2024-25 and to make recommendations to the Finance Committee**

A report had been circulated prior to the meeting outlining the proposed Staffing Budget for FY 2024-25.

1557.10.1 Unanimously RESOLVED that the Staffing Budget as presented, be approved, and forwarded to the Finance Committee for consideration. [Proposed Cllr Garrick; Seconded Cllr Brown]

The Engagement Officer, RFO, and Admin Manager all left the meeting at this point.

1557.11 **To consider a recommendation in respect of the continued employment of Mrs H Bardle, Responsible Financial Officer**

A report had been circulated prior to the meeting outlining a recommendation that Mrs Bardle's position with the Council be made permanent at the end of her probationary period, and that she be appointed as the nominated Responsible Financial Officer in accordance with Local Government Act 1972, Section 151.

1557.11.1 Unanimously RESOLVED that Mrs Bardle's position with the Council be made permanent at the end of her probationary period, and that this Committee recommends to Council that she is appointed as the nominated Responsible Financial Officer in accordance with Local Government Act 1972, Section 151. [Proposed Cllr Barnes; Seconded Cllr Biscoe]

The Town Clerk left the meeting at this point.

1557.12 **To consider a request from the Town Clerk that outstanding TOIL be made as a financial payment.**

1557.12.1 Unanimously RESOLVED that any outstanding TOIL at the time of the Town Clerk's retirement be made as a financial payment. [Proposed Cllr Brown; Seconded Cllr Barnes]

The Town Clerk returned to the meeting at this point.

1557.13 **To further consider the recruitment for the forthcoming Town Clerk vacancy and to agree a way forward.**

A report had been circulated prior to the meeting outlining the processes for recruiting a new Town Clerk. The Committee discussed the matter in some depth thereby ensuring that the best possible outcomes were achievable.

1557.13.1 Unanimously RESOLVED that:

- a. That the Recruitment Package meets the requirements for the recruitment of a new Town Clerk.
- b. That the Job Description and Person Specification meets the requirements of the Council.
- c. That the Salary offered is SCP 48-52 (£57,854 - £64,335) with the starting salary at SCP 48, unless the successful candidate already holds the CiLCA qualification, then it would be SCP 49.

- d. It is confirmed that the working hours for the new post will remain at 37 hours per week.
- e. That the recruitment channels proposed be used for advertising the role are acceptable.
- f. That the recruitment process for the new post is as follows:

Item	Action By	Date(s)
Advertising Opens	Town Clerk, HR Support, Admin Manager	23-24 Nov 23
Closing date for applications	HR Support; Admin Manager	Monday 8 th January 2024 @ 9:00 a.m.
Shortlisting of applicants	HR Support; Town Mayor; Chair of Staffing	10-12 January 2024
Interviews by Panel, including presentation	Town Mayor; Chair of Staffing; Vice-Chair of Staffing; HR Support	24 th and 26 th January 2024
Tour of Building (meet Staff)/Town	Admin Manager	24 th and 26 th January 2024 (after individual interviews)
Psychometric Testing	HR Support	w/c 29 th January 2024
Candidates to Council for Presentation and decision	All	Monday 12 th February 2024 @ 7:00 p.m.

- g. That the themes for the presentation at initial interview be “Redruth town and council in 5 years’ time – where you would look to take the council in 5 years”, and for those selected to final interview an operational plan of how the aims outlined in initial presentation will be achieved.

[Proposed Cllr Brown; Seconded Cllr Garrick]

Chairman

1.0 **SUBJECT OF REPORT: Proposal to increase mileage rates in line with HMRC advisory rates**

2.0 **SUMMARY OF IMPLICATIONS**

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

3.0 **TERMS OF REFERENCE**

3.1 To set out a case for increasing mileage rates paid to staff, volunteers and Councillors working on Council business.

4.0 **REPORT**

4.1 **Current situation.**

- The mileage rate currently paid to staff, volunteers and Councillors is 40p per mile, for mileage incurred on Council business.
- Total mileage paid between April 2023 and December 2023 (9 months) = 371.6 miles @ 40p = £148.64
- Allowing for a further 3 months expenditure to March 2024, the total expense for 2023/24 is likely to be around £200.
- The HMRC Advisory rates are as follows (for mileage below 10,000 miles per year)
 - Cars 45p per mile
 - Motorbikes 24p per mile
 - Bicycles 20p per mile

4.2 **Financial impact of increasing the mileage rate**

If the mileage in 2023/24 were paid at the HMRC Advisory rate of 45p per mile, the impact on budget would be as follows;

	Miles	Cost at 40p per mile	Cost at 45p per mile
To December 2023	371.60 actual	£148.64	£167.22
Jan – March 2024	125 estimated	£50	£56.25
Total cost		£198.64	£223.47

Increasing the mileage rate to 45p per mile for the remainder of 2023/24 is likely to add less than £10 to the cost for this year.

Increasing the rate for 2024/25 and beyond will add approx. £25 per year to mileage costs, based on current mileage levels.

The budget for mileage in 2024/25 is £500, so there is scope in the budget to increase the rate.

5.0 **RECOMMENDATIONS**

It is recommended that the mileage rate paid for Council mileage is increased to 45p per mile with immediate effect.

It is recommended that the HMRC advisory mileage rates for motorbikes (24p) and bicycles (20p) are also approved for use where relevant.