



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:
13th March 2024

See Distribution

Dear Councillor

Meeting of the Staffing Committee – 18th March 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 18th March 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 'A. 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
18th March 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 22nd January 2024 [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 an update on HR/Staffing processes from Louise Cantrill, Skylite Associates [Report to follow]
8. To receive a brief training session on Sickness & Absence (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

Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 22nd January 2024

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

Chair

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

Operations Officer
Engagement Officer
Administration Manager
Skylite Associates

PART I – PUBLIC SESSION

1565.1 To receive apologies for absence

Apologies were received from Cllr Tremayne (other commitments).

1565.2 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.

1565.3 To confirm the Minutes of the Meeting of the Staffing Committee held on 20th November 2023

1565.3.1 RESOLVED by Majority that the minutes of the Meeting of the Staffing Committee held on 20th November 2023 be accepted as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr A Biscoe] Cllr H Biscoe abstained as he was not present at the meeting.

1565.4 To consider an increase in mileage rates in line with HMRC advisory rates

A report had been circulated prior to the meeting detailing a proposed increase in mileage rates in line with HMRC advisory rates.

1565.4.1 Unanimously RESOLVED to increase the mileage rate paid for Council mileage to 45p per mile with immediate effect, and that the HMRC advisory mileage rates for motorbikes (24p) and bicycles (20p) are also approved for use where relevant. [Proposed Cllr Garrick; Seconded Cllr Barnes]

1565.5 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

- 1565.5.1 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 Thomas; Seconded Cllr H Biscoe]
- 1565.6 **To receive an update on the current staffing position within the Operations Department**
A report had been circulated prior to the meeting, covering the Administration Team, Facilities Team, youth engagement and other topics.
- 1565.6.1 Unanimously RESOLVED that: (i) Ms O'Dell's employment with the Council is endorsed and that her position is made permanent; (ii) Mrs Pelham-Wales' employment with the Council is endorsed and that her position is made permanent and (iii) the remainder of the report is noted [Proposed Cllr H Biscoe; Seconded Cllr I Thomas]
- 1565.7 **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 report was noted.
- 1565.8 **To receive an 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 and recruitment matters.
- 1565.8.1 Unanimously RESOLVED to provisionally support subscription to an Employee Wellbeing Programme) during financial year 2024/25, on the proviso that funding can be identified, and that this matter be brought back to the Staffing Committee when funding has been identified. [Cllr Barnes; Cllr Brown]
- 1565.9 **To receive a short session on the Disciplinary procedure by Louise Cantrill & the Administration Manager**
A presentation was received by members of the Committee on the Council's Disciplinary procedures.

Chairman