



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 M J Brown**

**Town Clerk: P B Bennett**

See Distribution

*Our Reference:*  
RTC/400/1/Mtg  
*Date:*  
12<sup>th</sup> April 2023

Dear Councillor

**Meeting of the Staffing Committee – 17<sup>th</sup> April 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 17<sup>th</sup> April 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 & Facilities Officer
Cllr Garrick	Engagement Officer
	Louise Cantrill, Skylite Associates

Information:

All other Town Councillors

**Redruth Town Council**  
**Meeting of the Staffing Committee**  
**17<sup>th</sup> April 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 20<sup>th</sup> February 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 a recommendation in respect to the continued employment of Maria Moreno-Felstead. [See report attached]
9. To consider a recommendation in respect to the continued employment of Tamsyn Dowling. [See report attached]



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Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 20<sup>th</sup> February 2023

Present: Cllr M Brown Chair  
Cllr R S Barnes  
Cllr C Garrick  
Cllr Ms D Reeve  
Cllr I Thomas

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

**PART I – PUBLIC SESSION**

**1513.1 To receive apologies for absence**

Apologies were received from Cllrs Biscoe and Mrs Biscoe (unwell), and Cllr Tremayne (family commitments).

**1513.2 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.

**1513.3 To confirm the Minutes of:**

*The Meeting of the Staffing Committee held on 17<sup>th</sup> October 2022*

1513.3.1 RESOLVED by Majority to confirm the minutes of the Meeting of the Staffing Committee held on 17<sup>th</sup> October 2022 as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr Reeve] Cllr Garrick abstained as he had not been present at the meeting.

**1513.3.2 *The Extraordinary Meeting of the Staffing Committee held on 29<sup>th</sup> November 2022***

RESOLVED by Majority to confirm the minutes of the Extraordinary Meeting of the Staffing Committee held on 29<sup>th</sup> November 2022 as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr Reeve] Cllr Garrick abstained as he had not been present at the meeting.

**1513.4 Details of pay award made on recommendation of National Joint Council for Local Government Services**

A report outlining the pay award made on the recommendations of the National Joint Council for Local Government Services had been circulated prior to the meeting.

1513.4.1 Unanimously RESOLVED to accept the recommendations of the National Joint Council for Local Government Services in respect of the pay award made for financial year 2022-2023. [Proposed: Cllr Barnes; Seconded: Cllr Garrick]

1513.5 **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**

1513.5.1 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 Thomas]

1513.6 **To receive an update on the current staffing position within the Operations Team**

A report had been circulated prior to the meeting. Councillors asked a number of questions in relation to both aspects of the Operations Team, and in particular the staff structure, the recently filled posts within the team, and the recruitment of the vacant Facilities Technician post.

15.13.6.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Barnes; Seconded: Cllr Thomas]

1513.7 **To receive an update on the current staffing position within the Engagement Team**

A report had been circulated prior to the meeting. The Engagement Officer provided clarification in response to questions from Councillors. In particular members expressed their sadness at the loss of the Community Projects Manager, who is leaving for pastures new. They fully supported the short-term reorganisation of the team.

1513.7.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Brown; Seconded: Cllr Barnes]

1513.8 **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 leavers, Employment Contracts and the RFO recruitment. In respect of the Library staff there was a recommendation that Mrs K Teare hours increase by 16 hours per week to cover those no longer provided by another staff member.

1513.8.1 Unanimously RESOLVED that:

- a. We use specialised finance recruitment firms in pursuit of the RFO;
- b. Mrs K Teare's hours be increased from 4 per week to 20 hours per week.

[Proposed: Cllr Barnes; Seconded: Cllr Brown]

**Chairman**