



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

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Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 23rd May 2022

Present: Cllr M Brown Chair
Cllr R S Barnes
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
Ms L Cantrill Skylite Associates
One further representative from Skylite Associates was also in attendance

PART I – PUBLIC SESSION

1469.1 **To receive apologies for absence**
Apologies were received from Cllrs Mrs Biscoe, Biscoe, Garrick, and Tremayne (other commitments).

1469.2 **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.

1469.3 **To confirm the Minutes of the Staffing Committee meeting on 31st March 2022.**

1469.3.1 Unanimously RESOLVED that the Minutes of the Staffing Committee Meeting held on 31st March 2022 be accepted as a true and accurate record of proceedings. [Proposed Cllr Reeve; Seconded Cllr Thomas]

1469.4 **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.**

1469.4.1 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 Reeve; Seconded Cllr Barnes]

1469.5 **Update on the current staffing position within the Operations Department**
A report had been circulated prior to the meeting and it content discussed.

1469.5.1 Unanimously RESOLVED the report be accepted and noted. [Proposed: Cllr Barnes; Seconded: Cllr Thomas]

1469.6 **To receive an update on the HR/Staffing processes from Louise Cantrell, Skylite Associates**

A report had been circulated prior to the meeting and it content discussed.

1469.6.1 Unanimously RESOLVED the recommendations be accepted except the one relating to the Staff Handbook as that would be discussed later in the meeting. [Proposed: Cllr Barnes; Seconded: Cllr Thomas]

1469.7 **To consider a recommendation in respect to the continued employment of Ms C Coomber, Administration Assistant**

A report had been circulated prior to the meeting recommending that Ms Coomber's employment with the Council be made permanent.

1469.7.1 Unanimously RESOLVED that Ms Coomber's employment with the Council is endorsed and that her contract is made permanent. [Cllr Brown; Seconded: Cllr Ms Reeve]

1469.8 **To consider an extension of the probationary period of a member of the LIS Team**

A report had been circulated prior to the meeting and it content discussed.

1469.8.1 Unanimously RESOLVED the recommendation be accepted, and that a member of the LIS Team has their probationary period extended by 3 months. [Proposed: Cllr Barnes; Seconded: Cllr Ms Reeve]

1469.9 **To consider and approve policies contained within the Staff Handbook**

Discussion took place around a number of clauses contained within the draft handbook which Skylite would look to incorporate. However, the Chair emphasised that for something as important as this, we should look for full support from this committee, however, due to the numbers attending the meeting this was not possible.

1469.9.1 Unanimously RESOLVED that discussion and approval of the Staff Handbook be deferred and considered at an extraordinary meeting of the committee to be held on 7th June 2022. [Proposed Cllr Brown; Seconded Cllr Thomas]



Chairman