



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

Town Clerk: C Caldwell

Our Reference:
RTC/400/1/Mtg
Date:
10th July 2024

See Distribution

Dear Councillor

Meeting of the Staffing Committee – 15th July 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 15th July 2024. Proceedings will commence following the Finance Committee meeting.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Caldwell', followed by a long horizontal line extending to the right.

Charlotte Caldwell
Town Clerk

Enclosures

Agenda and associated documentation

Distribution:

Action:

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

Information:

All other Town Councillors
Louise Cantrill, Skylite Associates

Redruth Town Council
Meeting of the Staffing Committee
15th July 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 18th March 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. Organisational Review Autumn 2024 and Staff Away Day (See report attached from the Town Clerk)
6. To consider the report of the Operations Officer (See report attached)
7. To consider the report of the Engagement Officer (See report attached)
8. To consider the adoption of the Gifts and hospitality policy for employees (Policy attached)
9. To consider membership of an Employee Wellbeing programme



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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 18th March 2024

Present:	Cllr M Brown Cllr R S Barnes Cllr A Biscoe Cllr H Biscoe Cllr I Thomas	Chair
In attendance:	Ms A Hunt Ms S White Ms C Coomber Cllr K Grasso Ms L Cantrill	Operations Officer Engagement Officer Administration Manager Skylite Associates

PART I – PUBLIC SESSION

1574.1 To receive apologies for absence

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

1574.2 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.

1574.3 To confirm the Minutes of the Meeting of the Staffing Committee held on 22nd January 2024

1574.3.1 Unanimously RESOLVED that the minutes of the Meeting of the Staffing Committee held on 22nd January 2024 be accepted as a true and accurate record of proceedings. [Proposed Cllr A Biscoe; Seconded Cllr S Barnes]

1574.4 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

1574.4.1 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 A Biscoe; Seconded Cllr H Biscoe]

PART II - PRIVATE SESSION

1574.5 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, and youth engagement. The report was noted

1574.6 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 report was noted.

1574.7 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. The report was noted.

1574.8 To receive a short session on the Sickness and absence procedures by Louise Cantrill and the Administration Manager

A presentation was received by members of the Committee on Redruth Town Councils Sickness & Absence procedures.

Chairman