

**REDRUTH TOWN
COUNCIL**



**CONSEL AN DRE
RESRUDH**

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

See Distribution

Our Reference:
RTC/400/1/Mtg
Date:
13th November 2024

Dear Councillor

Meeting of the Staffing Committee – 18th November 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 November 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 flourish.

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
18th November 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 15th July 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. To consider the report of the Town Clerk (Report attached)
6. Organisational Review Update report (Presentation by Skylite Associates)



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Town Mayor: Cllr R S Barnes

Town Clerk: Ms C Caldwell

Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 15th July 2024

Present:	Cllr M Brown Cllr R S Barnes Cllr A Biscoe Cllr H Biscoe Cllr Garrick Cllr I Thomas	Chair
In attendance:	Ms C Caldwell Mrs H Bardle Ms S White Mrs C Rundle Ms L Cantrill	Town Clerk Responsible Finance Officer Engagement Officer Administration Manager Skylite Associates

PART I – PUBLIC SESSION

1588.1 To receive apologies for absence

Apologies were received from Cllrs Tremayne & Craze.

1588.2 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.

1588.3 To confirm the Minutes of the Meeting of the Staffing Committee held on 18th March 2024

1588.3.1 RESOLVED by Majority that the minutes of the Meeting of the Staffing Committee held on 18th March 2024 be accepted as a true and accurate record of proceedings. [Proposed Cllr Brown; Seconded Cllr Barnes] Cllr Garrick abstained as he had not been present at the meeting.

1588.4 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

1588.4.1 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 Thomas; Seconded Cllr Garrick]

PART II - PRIVATE SESSION

1588.5 Organisational Review Autumn 2024 and Staff Away Day

A report from the Town Clerk had been circulated prior to the meeting.

1588.5.1 Unanimously RESOLVED to support the report around the Organisational Review and the Staff Away Day. [Proposed Cllr Brown; Seconded Cllr Garrick]

1588.6 To consider the report of the Operations Officer

A report had been circulated prior to the meeting covering the Administration Team, Facilities Team, and youth engagement.

1588.6.1 Unanimously RESOLVED: (i) to approve the immediate recruitment of one additional Facilities Technician on pay scale SCP 6-11 and (ii) that the remainder of the report is noted. [Proposed Cllr Garrick; Seconded Cllr A Biscoe]

1588.7 To consider the report of the Engagement Officer

A report had been circulated prior to the meeting outlining the current staffing position within the Engagement Team. The report was noted.

1588.8 To consider the adoption of the gifts and hospitality policy for employees.

1588.8.1 Unanimously RESOLVED to adopt the new gifts and hospitality policy for all employees. [Proposed Cllr Garrick; Seconded Cllr H Biscoe]

1588.9 To consider potential membership of an Employee Wellbeing programme.

The Administration Manager gave a presentation to members of the Committee on a proposal regarding a possible Employee Assistance Programme.

Chairman