

# TRURO CITY COUNCIL



CITY OF TRURO

Town Clerks Department  
Municipal Buildings  
Boscawen Street  
Truro TR1 2NE  
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14 May 2025

To: All members of Truro City Council pending the appointment of members at the Adjourned Annual Council meeting on 19 May 2025.

Dear Councillor

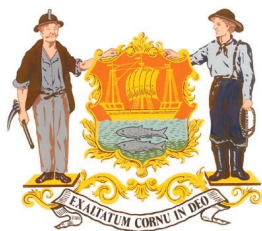
NOTICE IS HEREBY GIVEN that a special meeting of the **STAFFING COMMITTEE** will be held at the **COMMITTEE ROOM, MUNICIPAL BUILDINGS, BOSCAWEN STREET, TR1 2NE** on **MONDAY 19 MAY 2025** after **7.00pm** for the transaction of the under mentioned business:

## A G E N D A

1. **ELECTION OF CHAIRPERSON FOR THE MUNICIPAL YEAR 2025/26**
2. **ELECTION OF VICE-CHAIRPERSON FOR THE MUNICIPAL YEAR 2025/26**
3. **COUNCILLORS IN ATTENDANCE AND APOLOGIES**  
To **note** apologies.
4. **DECLARATIONS OF INTEREST**  
To **receive** and **resolve** on any dispensation requests.
5. **MINUTES** (Appendix A)  
To **resolve** to approve and sign the minutes of the Staffing Committee meeting held on 10 April 2025.
6. **DATE OF NEXT MEETING**  
12 June 2025

David Rodda MBE  
Town Clerk

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Town Clerk

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**MEETING OF STAFFING COMMITTEE HELD ON  
THURSDAY 10 APRIL 2025 at 7.15 pm  
in the Training Room, first floor, Truro Public Library, Union Place, Truro**

**PRESENT:** Councillors Roden (Chairman), Biscoe, Green and Rich.

**APOLOGIES:** None.

**ABSENT:** Councillor Roby.

Also in Attendance: Esther Greig, Deputy Town Clerk  
Cheryl Simpson, Committee Clerk

**1 COUNCILLORS IN ATTENDANCE AND APOLOGIES**  
Attendance of those councillors present was noted. S/24/1511

**2 DISCLOSURES OR DECLARATIONS OF INTERESTS**  
None. S/24/1512

**3 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS  
AGENDA VERBAL QUESTIONS**  
There were none. S/24/1513

**4 MINUTES**  
It was proposed by the Chairman, seconded by Councillor Green, and

**RESOLVED** that the Minutes of the Staffing Committee Meeting held on  
13 February 2025 were considered a correct record. **S/24/1514**

**5 DEPUTY TOWN CLERK REPORT**  
The Deputy Town Clerk updated the Committee as follows. Alison Lambert of Commissioning HR, the Council's new HR services provider, had commenced work the previous week and was settling into her new role. Last week she had visited the offices, Visit Truro, the Library and toured the City's assets. This week she had attended the Parks Department Staff meeting and was working on new and existing cases.

The City Council was an Associate Member of South West Councils which provides HR advice including a suite of HR policies which were automatically renewed on an annual basis. It had been decided to use these template policies as a starting point in developing HR policies, so the Council was legally compliant moving forward. Policies were reviewed, adapted and rebranded as necessary to meet the Council's requirements. New policies would continue to be reported to the Staffing Committee. The report was **noted**. S/24/1515

**6 CHAIRMAN'S REPORT**

The Chairman reported he had thanked Tamar HR for their service to the Council over the years. S/24/1516

## 7 CORRESPONDENCE

None. S/24/1517

## 8 STANDING ITEMS

### a. Accidents

The Deputy Town Clerk reported there had been four incidents since the last meeting as follows: Firstly, a pulled muscle in the hand caused when using the pull cord of a back pack blower. Secondly, a twisted knee whilst using a backpack blower aggravated by an incident outside of work. Thirdly, a slate fell to the ground from the Library building roof – the condition of the roof has since been checked with a drone, and finally an incident involving the removal of a flue from the boiler by builders at the Zebs building which was being investigated and would be reported under RIDDOR if necessary. The report was **noted**. S/24/1518

### b. Training - E-learning

It was reported by the Deputy Town Clerk that manual handling and EVAC chair training courses had taken place since the last meeting. A two-day first aid at work refresher and basic first aid courses would be taking place in the coming months. The new Worknest suite of e-learning was being rolled out to supervisors in the first instance, eventually to all staff who would all be allocated a TCC email address. Training included induction and mandatory as well as CPD and bespoke training. There was scope that training could be delivered to Councillors using this method in the future. The report was **noted**. S/24/1519

### c. HR Report

The Deputy Town Clerk reported since the option to self-label as Cornish had been added to the Breathe system reducing the number of staff using 'other'. Work to more accurately categorise sickness continued. Councillors welcomed the organogram as part of the transparency code and looked forward to seeing the version with staff names. The report was **noted**. S/24/1520

### d. Recruitment

The Deputy Town Clerk stated that a part-time temporary summer parks attendant, An assistant Cafe Manager, and two casual part-time summer café assistants had recently been appointed. The report was **noted**. S/24/1521

## 9 AGENDA ITEMS

### a. **TO REVIEW JOB DESCRIPTION FOR MAINTENANCE TECHNICIAN**

It was noted by the Deputy Town Clerk that this post might be regraded as a 6 following consultation with the Unions It was proposed by the Chairman, seconded by Councillor Green, and

**RESOLVED that** the job description for the Maintenance Technician be approved, subject to the grade being finalised by the Town Clerk and Deputy Town Clerk. S/24/1522

### b. **TO APPROVE JOB DESCRIPTION FOR MAYORAL SECRETARY AND TO REVIEW AND APPROVE AMENDED JOB DESCRIPTION FOR THE SUSTAINABILITY AND ASSET OFFICER (FROM ZERO CARBON OFFICER)**

Having considered a job description for the post of Mayoral Secretary, it was proposed by the Chairman, seconded by Councillor Biscoe, and

**RESOLVED that** the amended job description for the Mayoral Secretary be approved.

Further, it was proposed by the Chairman, seconded by Councillor Green, and

**RECOMMENDED TO FULL COUNCIL:**

1. To earmark a reserve for the Mayoral Secretary post £16,000.
2. That it investigates employing a specialist contractor to undertake carbon audits.

**S/24/1523**

During consideration of an amended job description for the Sustainability and Asset Officer (from Zero Carbon Officer) the broad scope of the position was queried, and it was suggested it might be too wide-ranging for a part-time post. It was also acknowledged that the Council would be developing its new vision during the summer, and this would be an opportunity to reconsider what position was required. In the meantime, the Deputy Town Clerk reported that an additional staffing resource was needed to work on the development of the fixed asset register.

It was proposed by Councillor Biscoe, seconded by the Chairman, and

**RESOLVED that** the amended job description for the Sustainability and Asset Officer (from Zero Carbon Officer) be referred back to the Town Clerk and Deputy Town Clerk in order to bring it forward as part of the business planning process at the outset of the new Council.

**S/24/1524**

It was proposed by the Chairman, seconded by Councillor Green, and

**RESOLVED that** an interim fixed term asset officer role be appointed for six months.

**S/24/1525**

**c. MATERNITY, NEONATAL, ADOPTION AND PATERNITY POLICY**

It was proposed by Councillor Rich, seconded by Councillor Green, and

**RESOLVED that** the report be noted.

**RECOMMENDED TO FULL COUNCIL** that the Maternity, Paternity, Neonatal, and Adoption Policy following the implementation of new legislation on 6 April 2025 be adopted.

**S/24/1526**

**d. PAY POLICY STATEMENT 2025**

The Deputy Town Clerk highlighted section 6 which had changed since last year.

It was proposed by the Chairman, seconded by Councillor Green, and

**RECOMMENDED TO FULL COUNCIL** that the Pay Policy Statement 2025 be adopted.

**S/24/1527**

**10 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by the Chairman, seconded by Councillor Biscoe, and

**RESOLVED** that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items by reason

of their confidential or special nature: staffing matters. **S/24/1528**

**10 CONFIDENTIAL AGENDA ITEMS**

**a. TO REVIEW AN EXISTING JOB DESCRIPTION AND GRADE**

The Deputy Town Clerk reported the job description was currently subject to a thirty-day consultation period for the staff member. Following consideration of the job description, it was proposed by the Chairman, seconded by Councillor Green, and

**RESOLVED that** the revised job description be agreed. **S/24/1529**

**b. DISCIPLINARIES AND GRIEVANCES**

The Deputy Town Clerk reported an incident which was being investigated under the Council's disciplinary process. There were also two cases of long-term sickness. The report was **noted**. **S/24/1530**

**11 READMITTANCE OF THE PRESS AND PUBLIC**

It was proposed by the Chairman, seconded by Councillor Green, and

**RESOLVED that** the meeting be re-opened for press and public access. **S/24/1531**

**12 DATE OF NEXT MEETING**

Thursday 12 June 2025 TBC. **S/24/1532**

**13 ITEMS FOR FUTURE MEETINGS**

None. **S/24/1533**

The meeting closed at 20:37

----- CHAIRMAN