



CITY OF TRURO
Town Clerk

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
Tel. (01872) 274766
www.truro.gov.uk
email: info@truro.gov.uk

**MEETING OF STAFFING COMMITTEE HELD ON
MONDAY 13 FEBRUARY 2025 at 7.00 pm
in the Training Room, first floor, Truro Public Library, Union Place, Truro**

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

APOLOGIES: Apologies of absence were received from Councillors Rich and Roby (both personal).

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/24/1221
- 2 **DISCLOSURES OR DECLARATIONS OF INTERESTS**
None (both personal). S/24/1222
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS
AGENDA VERBAL QUESTIONS**
There were none. S/24/1223
- 4 **MINUTES**
It was proposed by Councillor Biscoe, seconded by Councillor Green, and
RESOLVED that the Minutes of the Staffing Committee Meeting held on
18 November 2024 were considered a correct record. S/24/1224
- 5 **DEPUTY TOWN CLERK REPORT**
The Deputy Town Clerk updated the Committee as follows. Together with the
Town Clerk she was working on finalising the details of the new HR contract
with the new contractor CommissioningHR. The new contractor would be
attending an induction on 1 April, and it was planned that they would be on
site two days a week 10:00 – 16:00. The contractor had a lot of experience
with single status projects and working with trades unions. The current
contractor, Tamar HR had been advised it was unsuccessful in the tendering
process and appropriate feedback had been given. The report was **noted**.
S/24/1225
- 6 **CHAIRMAN'S REPORT**
This area was covered in the Deputy Town Clerk's report. S/24/1226
- 7 **CORRESPONDENCE**
i. A copy of NJC Trade Unions 2025 pay claim for local government services
(‘Green book’) employees – provided by SW Councils was **noted**. The the
Chair clarified that the Council adopted the National Joint Council (NJC) as

CHAIRMAN'S
INITIALS

recommended by NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks) pay rates, but it was not party to any pay negotiations. S/24/1227

8 STANDING ITEMS

a. Accidents

The Deputy Town Clerk reported that there had been no accidents since the last meeting. The report was **noted**. S/24/1228

b. Training - Harassment Training, E-learning

It was reported by the Deputy Town Clerk that the HR and Compliance Officer that work was ongoing to incorporate the reporting of accidents and near misses into the Council's staff learning portal. Core training modules were being developed using the Work Nest System which was considered a better fit than Cornwall Council's e-learning offer. It was planned that over the next year staff would be gradually migrated from the Breathe system (covering sickness reporting and leave booking), and from Cornwall Council's e-learning system, to the more comprehensive Work Nest system. The report was **noted**.

S/24/1229

c. HR Report

The Deputy Town Clerk reported that since the last meeting she had reviewed the information available and presented some data differently to the last report to provide more meaningful information. There had been some teething issues e.g. the recording of TOIL (time off in lieu) and sickness. In response to a query about staff being able to record their ethnicity as Cornish, the Deputy Town Clerk took this on board subject to the capacity of the software. The report was **noted**.

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

RECOMMENDED THAT FULL COUNCIL give the Town Clerk dispensation to decide if staff can roll over more than 5 days holiday or time off in lieu; in the exceptional circumstances of 2024-25. S/24/1230

d. Recruitment

The Deputy Town Clerk stated interviews for the position of Café Manager had taken place, and a job offer had been accepted; the new starter would take up their position following a handover with the current Temporary Manager. On 18 February there would be 7 interviews for the post of Assistant Café Manager. The Deputy Town Clerk also reported the Zero Carbon Officer had recently handed in their notice and would be leaving the Council's employment in a month's time. She was currently reviewing how to fill the vacancy and increase committee clerk capacity. The report was **noted**.

S/24/1231

9 EXCLUSION OF THE PRESS AND PUBLIC

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

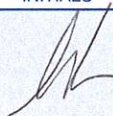
RESOLVED that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items by reason of their confidential or special nature: staffing matters.

S/24/1232

10 CONFIDENTIAL AGENDA ITEMS

a. Deputy Town Clerk's Verbal Report

CHAIRMAN'S
INITIALS



The Deputy Town Clerk reported that work was ongoing to stream-line the Council's pay and grading system for 2026-27. Secondly the Deputy Town Clerk updated the Committee on equality issues. Thirdly she highlighted a capability issue. Questions were asked and answers given. The report was **noted.** S/24/1233

b. Union Meeting Minutes

The Minutes of meetings held on 20 September 2024 and 31 January 2025 were **noted.** S/24/1234

c. Town Clerk's Probation

It was proposed by Councillors Biscoe, seconded by Councillor Green, and **RECOMMENDED TO FULL COUNCIL** that the Town Clerk pass probation following the review held 10 December 2024. S/24/1235

11 **READMITTANCE OF THE PRESS AND PUBLIC**

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

RESOLVED that the meeting be re-opened for press and public access. S/24/1236

12 **DATE OF NEXT MEETING**

The date of the next meeting would be sent once the Chairman had advised the Deputy Town Clerk of his availability.

[The date of the next meeting was Thursday 10 April.] S/24/1237

13 **ITEMS FOR FUTURE MEETINGS**

None. S/24/1238

The meeting closed at 20:19 pm

----- CHAIRMAN

CHAIRMAN'S INITIALS



CHAIRMAN'S
INITIALS

A