



CITY OF TRURO
Town Clerk

Town Clerk's Department
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**MEETING OF STAFFING COMMITTEE HELD ON
MONDAY 18 NOVEMBER 2024 at 7.00 pm
in the Training Room, first floor, Truro Public Library, Union Place, Truro**

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

ALSO PRESENT: Councillor Mrs Carlyon.

APOLOGIES: Apologies of absence were received from 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/24/858
- 2 **DISCLOSURES OR DECLARATIONS OF INTERESTS**
Councillor Biscoe declared that he had a small business arrangement with the Visitor Information Centre. S/24/859
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS**
There were none. S/24/860
- 4 **MINUTES**
It was proposed by Councillor Roden, seconded by Councillor Green, and
RESOLVED that the Minutes of the Staffing Committee Meeting held on 2 September 2024 were considered a correct record. S/24/861
- 5 **DEPUTY TOWN CLERK REPORT**
The Deputy Town Clerk updated the Committee as follows: Firstly, the deadline for the HR tender had closed on 13 November. Six tenders had been received and the Panel (Councillors Biscoe, Roden and Swain, Deputy Town Clerk and Town Clerk) had met on 15 November. 4 contractors were selected for interview on 2 December with a view to a recommendation being made to Council in January 2025. Secondly, an issue had been identified around some staff and supervisors sharing emails which had resulted in a staff grievance. The grievance and particular issue was being resolved but this indicated a wider problem across the Council. The report was **noted**. S/24/862
- 6 **CHAIRMAN'S REPORT**
The Chairman reported town and parish councils had initially been informed the cost of the increase in employer National Insurance contributions would be reimbursed but they had now been informed by the treasury that they would bear these costs which could potentially increase the precept by 1.6%.

CHAIRMAN'S
INITIALS

Tribute was paid to a long-standing member of staff who was retiring at Christmas. The report was **noted**. S/24/863

7 CORRESPONDENCE

None. S/24/864

8 STANDING ITEMS

a. Accidents

A draft accident, incident, near miss, injury and anti-social behaviour reporting process and procedure was considered. It was clarified that this administrative process was separate from the developing staff handbook. Key contact details would be added in due course. A number of points and amendments were suggested.

b. Training - Harassment Training, E-learning

The Deputy Town Clerk reported that the law in relation to harassment had changed and staff training was currently being rolled out across the Council. She emphasised that the employer had a duty of care towards its employees so the training would be extended to all councillors in the New Year. The report was **noted**.

c. Sickness, Absence and Staff Turnover Report

In introducing the HR Officer's report, the Deputy Town Clerk reported that the data on which the report relied was not complete, particularly in relation to the section on equality but work was on-going. It was hoped to provide a further analysis with similar sized town or parish councils in the future. It was suggested that an explanatory note be added to state that there were 3 full-time members of café staff and the rest were casual or Saturday staff. The report was **noted**.

d. Recruitment

The Deputy Town Clerk stated that the new facilities manager was due to start in post on 9 December. One Full-time Visit Truro digital marketing PR assistant and one part time internal communications positions, had been appointed filling vacant positions. Two part time public convenience members of staff had also been appointed to fill a vacant position. The report was **noted**.

S/24/865

9 AGENDA ITEMS

a. Employee handbook review

A link to the latest version of the employee handbook had been circulated to Members. A copy of a draft dignity at work policy was also circulated for discussion. This one policy was an amalgamation of older policies and also reflected the Council's commitment to the Civility and Respect Pledge. The policy was based on a template provided by NALC/SLCC. The policy included recent changes to legislation and covered Councillors as well as members of staff.

During discussion a number of amendments were suggested and clarification would be sought on the term "non-contractual policy" page 5, last line.

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

RECOMMENDED TO COUNCIL that the draft Dignity at Work Policy as amended, be adopted. S/24/866

[Councillor Rich left the meeting at 19:59]

10 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by the Chairman, seconded by the 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/24/867**

11 CONFIDENTIAL AGENDA ITEMS

a. The 2025/26 revenue budget lines staffing levels
Confidential papers were tabled at the meeting and discussed by Members. Questions were asked and answers provided by the Deputy Town Clerk.

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

RECOMMENDED TO COUNCIL that under the budget line for Public Conveniences X1 maintenance/caretaker position be recruited, savings to be made elsewhere in the budget. **S/24/868**

b. Grievance and Disciplinary Matters
The Committee noted the report and expressed its support for the work of the Deputy Town Clerk. **S/24/869**

12 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/24/870**

13 DATE OF NEXT MEETING

The next meeting would take place on 13 February 2025. **S/24/871**

14 ITEMS FOR FUTURE MEETINGS

a. Severance Policy. **S/24/872**

The meeting closed at 20:44 pm

----- CHAIRMAN

CHAIRMAN'S INITIALS

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CHAIRMAN'S
INITIALS