

NEWQUAY TOWN COUNCIL

MINUTE REF: Minutes of the extraordinary Human Resources Committee Meeting held on Wednesday 15 March 2023 at 10:00 in the Council Chamber, Marcus Hill, Newquay

Present

Cllrs K Towill, A Hannan, D Cheney and D Creek

Also attending

A Curtis (Town Clerk), J Piwecki (Deputy Town Clerk) and A Banks (RFO)

HR007/23 Apologies

Cllrs M North and L Gardner gave apologies. Cllr O Monk was absent without apology.

HR008/23 Interests

None.

HR009/23 Open Session for Electors of Newquay – Verbal/Written Questions

None.

HR010/23 Terms of Reference

There were no recommended changes to the current Terms of Reference.

It was Proposed by Cllr K Towill, Seconded by Cllr D Cheney and

RESOLVED unanimously to RECOMMEND the Terms of Reference to the Annual Council Meeting

**Annual
Council
Meeting**

HR011/23 Exempt Business

It was Proposed by Cllr K Towill, Seconded by Cllr D Cheney and

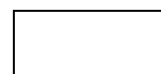
RESOLVED unanimously that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

HR011/23 (A) A. Minutes

i. 24 September 2022

HR011/23 (A)(i)

It was Proposed by Cllr K Towill, Seconded by Cllr D Cheney and



RESOLVED unanimously to confirm the accuracy of the minutes of the meeting held on 24 September 2022.

Matters Arising

The Town Clerk wished to highlight an issue with apprenticeship salary and certain ambiguity around what that should be. The Town Clerk suggested that for the Council to be competitive with other organisations offering apprenticeships, apprentices should be placed on SCP 1 and move up to SCP 6 over the course of their apprenticeships, some of which can be up to 3 years.

Committee was happy to accept this approach for apprenticeships and starting salary for apprentices is SCP 1.

ii. 14 February 2023

It was Proposed by Cllr K Towill, Seconded by Cllr A Hannan and

**HR011/23
(A)(ii)**

RESOLVED unanimously to confirm the accuracy of the minutes of the meeting held on 14 February 2023.

B. Matters Arising

**HR011/23
(B)**

None.

C. Correspondence

**HR011/23
(C)**

The Corporate Service Manager, L Hughes, received a thank you letter for facilitating a booking at the Mount Wise Centre on her day off. Committee wished to thank the member of staff for going out their way to support the group and facilitate the booking.

**HR011/23
(D)**

D. Service Matters and Confidential Reports

**HR011/23
(D)(i)**

i. Town Clerk & Corporate Service

See Confidential Addendum 15.03.2023/HR001

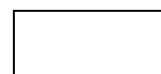
It was Proposed by Cllr K Towill, Seconded by Cllr D Cheney and

**HR011/23
(D)(i)(1)**

RESOLVED unanimously to RECOMMEND to Full Council the formal Section 151 Responsible Financial Officer duties to transfer to the Finance and Procurement Manager with associated changes to Standing Orders and Financial Regulations.

Full Council

It was Proposed by Cllr K Towill, Seconded by Cllr D Creek and



**HR011/23
(D)(i)(2)** **RESOLVED unanimously to authorise up to 5 days of leave to be rolled into 2023/24 for the Corporate Service Manager.**

It was Proposed by Cllr K Towill, Seconded by Cllr D Cheney and

**HR011/23
(D)(i)(3)** **RESOLVED unanimously to give delegated authority to the Chair, Vice-Chair and Town Clerk to finalise the cost benefit analysis and responsibilities of the Security Operative Role and proceed with transferring the postholder to Newquay Town Council employ subject to no Committee objection.**

**Cllr Towill/
Hannan/
Town Clerk**

The Deputy Town Clerk and Finance & Procurement Manager gave their own respective updates on their reports.

**HR011/23
(D)(ii)** **ii. Environment Service Manager, Environment Service and Enforcement Service**

Members noted the report.

**HR011/23
(D)(iii)** **iii. Facilities Manager and Team**

See Confidential Addendum 15.03.2023/HR002

**HR011/23
(D)(iv)** **iv. Visit Newquay TIC Manager and Team**

See Confidential Addendum 15.03.2023/HR003

It was Proposed by Cllr K Towill, Seconded by Cllr D Cheney and

**HR011/23
(D)(iv)(1)** **RESOLVED unanimously to authorise up to 5 days of leave to be rolled into 2023/24 for the Visit Newquay Senior Assistant.**

It was Proposed by Cllr K Towill, Seconded by Cllr D Cheney and

**HR011/23
(D)(iv)(2)** **RESOLVED unanimously to give the Town Clerk operational flexibility to work with the Visit Newquay TIC Manager to close on Sundays outside of peak season and redeploy resources where appropriate.**

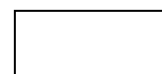
**Town
Clerk/Visit
Newquay
Manager**

It was Proposed by Cllr K Towill, Seconded by Cllr D Creek and

**HR011/23
(D)(iv)(3)** **RESOLVED unanimously to note the Visit Newquay report.**

**HR011/23
(D)(v)** **v. CCTV Manager and Team**

It was Proposed by Cllr K Towill, Seconded by Cllr D Creek and



RESOLVED unanimously to accept the Flexible Working Request from the CCTV Manager on a 6 month trial basis.

vi. LIS Manager and Team

HR011/23

(D)(vi)

Members had some concern over the capacity of the Home Delivery Service and wanted to ensure measures were in place that it wasn't abused or over subscribed.

It was Proposed by Cllr K Towill, Seconded by Cllr D Creek and

RESOLVED unanimously to note the Library and Information Service report.

vii. Democratic Service (Members)

HR011/23

(D)(vii)

See Confidential Addendum 15.03.2023/HR003

It was Proposed by Cllr D Cheney, Seconded by Cllr K Towill and

RESOLVED unanimously to note the Democratic Service Report.

HR011/23

(D)(viii)

viii. Any other Officer's Reports

The Finance & Procurement Manager provided an update on the Specsavers scheme and the potential benefits and cost savings. Members were in general support however wished for a second firm to be approached to determine whether there was a more cost effective and/or local company that could provide the same benefits.

At this time Cllr D Creek left the meeting (11:51)

It was Proposed by Cllr K Towill, Seconded by Cllr D Cheney and

RESOLVED unanimously to implement the Specsaver Scheme subject to an exercise looking into any local alternatives.

At this time Cllr D Creek entered the meeting (11:54)

HR011/23

(E)

E. Safeguarding

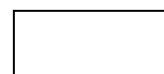
No update.

HR011/23

(F)

F. Resource Update and Issues

The Town Clerk wished to highlight that the current funding bids he was working on are proving to be extremely tight in terms of timescales. The policy of submitting all planning application requests to Full Council before submitting to Cornwall Council is adding time on to the planning application process.



HR011/23 **G. Structure Review Update**
(G)

It was Proposed by Cllr K Towill, Seconded by Cllr D Cheney and

**RESOLVED unanimously to extend the meeting by
30 minutes.**

See Confidential Addendum 15.03.2023/HR005

HR012/23 **Items for information**

Members shared some concern over the current phone system and accessibility of officers.

HR013/23 **Date and Time of next meeting**

The next extraordinary Human Resources Committee is to be decided and will be held in the Council Chamber.

The Chair thanked all members for their attendance and closed the meeting at 12:17

Signed_____ Chairman Cllr

Date_____

