



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
Telephone: 01480 388929 Email: clerk@stivestowncouncil.gov.uk

Issued: 14 January 2021

Councillors A Ayers-Wilson, N Dibben, A Dickinson, T Drye, P Hussain, P Pope, D Rowe

You are hereby summoned to attend a **Meeting of the Personnel Committee of St Ives Town Council** to be held on **Wednesday 20 January 2021** via Zoom at **8.00 pm**.

Join Zoom Meeting

<https://us02web.zoom.us/j/87813728427?pwd=Rk5mODNYb2Rtd0NVcStEKzhhdVNrdz09>

Meeting ID: 878 1372 8427

Passcode: 764973

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Alison Benfield BA(Hons) FSLCC
Town Clerk

AGENDA

PE18.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

PE19.00 DECLARATIONS OF INTEREST

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

PE20.00 PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.

PE21.00 MINUTES

To approve the Minutes of the Meeting of the Personnel Committee held on 21 October 2020 (copy herewith).

- PE22.00 BUDGET REPORT**
To receive Budget Report for the Committee (copy herewith).
- PE23.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- PE24.00 STAFFING MATTERS**
- PE24.01 Resignation**
To receive and note resignation of Museum Director and agree recruitment procedure (copy herewith).
- PE24.02 Covid Staff Report**
To receive verbal update report from Town Clerk.
- PE24.03 Town Clerk's Job Evaluation**
To receive report from Working Party (copy herewith).
- PE24.04 Grounds Maintenance Team**
To consider report on Grounds Maintenance Team cover for Grounds Maintenance Supervisor post (copy herewith).
- PE25.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held via Zoom on Wednesday 21 October 2020**

Present:

Vice-Chairman: Councillor P Hussain

Councillors: L Davies, N Dibben, T Drye, P Pope [from Item PE16.2]

In attendance:

Town Clerk: A Benfield

PE10.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor A Dickinson (IT difficulties).

PE11.00 DECLARATIONS OF INTEREST

No declarations were made.

PE12.00 PUBLIC PARTICIPATION

There were no members of the public in attendance.

PE13.00 MINUTES

RESOLVED: that the Minutes of the Meeting held 16 September 2020 be agreed as a correct record and signed by the Chairman at a future date.

PE14.00 BUDGET REPORT

RESOLVED: that the budget report be received and noted.

PE15.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PE16.00 STAFFING MATTERS

PE16.01 Update Report

Members were provided with an update on remote working during Covid and were informed that the office was being kept open by staff on a rota basis. In response to a question the Town Clerk reported that longer term the office team would be keen to continue the flexibility that remote working offered. All reported that they felt their work/life balance was better with less stress being felt. The Town Clerk confirmed that she would support all staff who wished to do this, herself included, as all have proved that they could maintain a high standard of service delivery without being in the office. She also suggested that as Council had spent money on enabling staff to work remotely it would be remiss to not continue to make use of the ability in the longer term.

RESOLVED: that Members' appreciation for the flexibility of staff be noted and passed onto all.

PE16.02 Town Clerk's Job Evaluation

The Clerk provided the background to this item with the Vice Chairman providing additional information. As the Committee Chairman was not

Chairman's
Initials

present to provide Members with more information it was agreed that the Clerk would circulate the background paperwork after the meeting to enable all members to acquaint themselves with the subject and to discuss how they wished to proceed in the next 2 weeks. In response to the question of previous evaluations the Clerk indicated that the role of Clerk had not been assessed in line with NALC:SLCC Joint Agreement on Terms and Conditions published in April 2005 since her initial appointment in 2007 and that the role had changed significantly since then.

[Cllr P Pope joined the Meeting]

RESOLVED: that a working party be formed to review the NALC/SLCC Joint Clerk job evaluation document. The group should meet within the next two weeks and provide a report to the next Meeting of the Committee.

PE17.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED: that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.

Chairman:

Dated:

Chairman's
Initials

11/01/2021

**St Ives Town Council Current Year
Annual Budget - By Committee**

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		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Personnel										
200	Staff									
5021	Health & Safety	500	363	500	-40	500	0	500	0	0
5063	Training/Conferences	10,000	9,229	5,000	265	500	0	5,000	0	0
5301	Salaries	305,137	305,137	328,707	244,458	328,707	0	315,090	0	0
5303	LGPS Pension	94,061	94,061	58,000	42,721	58,000	0	58,200	0	0
5304	Inland Revenue PAYE Ees NICs	26,840	26,840	28,503	22,531	28,503	0	26,600	0	0
5306	HR support	0	0	3,780	3,438	3,438	0	3,780	0	0
5307	Staff Contingencies	38,000	35,355	16,220	0	0	0	15,000	0	0
	Overhead Expenditure	<u>474,538</u>	<u>470,985</u>	<u>440,710</u>	<u>313,373</u>	<u>419,648</u>	<u>0</u>	<u>424,170</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(474,538)</u>	<u>(470,985)</u>	<u>(440,710)</u>	<u>(313,373)</u>	<u>(419,648)</u>		<u>(424,170)</u>		
	Personnel - Income	0	0	0	0	0	0	0	0	0
	Expenditure	474,538	470,985	440,710	313,373	419,648	0	424,170	0	0
	Movement to/(from) Gen Reserve	<u>(474,538)</u>	<u>(470,985)</u>	<u>(440,710)</u>	<u>(313,373)</u>	<u>(419,648)</u>		<u>(424,170)</u>		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	474,538	470,985	440,710	313,373	419,648	0	424,170	0	0
	Movement to/(from) Gen Reserve	<u>(474,538)</u>	<u>(470,985)</u>	<u>(440,710)</u>	<u>(313,373)</u>	<u>(419,648)</u>		<u>(424,170)</u>		