



# 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: 15 July 2021

**Councillors N Dibben, A Dickinson, D Rowe, T Drye, P Pope, J Pallant, J Parkin, J Kerr, P Hussain (ex officio)**

You are hereby summoned to attend a **Meeting of the Personnel Committee of St Ives Town Council** to be held on **Wednesday 21 July 2021 in the Corn Exchange at 8.00 pm.**

**Christine Allison**  
Deputy Town Clerk

*The meeting will be opened by the Town Mayor.*

### AGENDA

- PE01.00 APOLOGIES**  
To receive and note apologies for absence.
- PE02.00 APPOINTMENT OF CHAIRMAN**  
To appoint a Chairman for the Committee for the ensuing municipal year.
- PE03.00 APPOINTMENT OF VICE CHAIRMAN**  
To appoint a Vice Chairman for the Committee for the ensuing municipal year.
- PE04.00 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.
- PE05.00 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.
- PE06.00 MINUTES**  
To agree the Minutes of the Meeting held on 20 January 2021 (copy herewith).
- PE07.00 BUDGET REPORT**  
To receive Budget Report for the Committee (copy herewith).
- PE08.00 TOWN HALL OPENING**  
To discuss the opening days for the Town Hall.

**PE09.00 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.

**PE10.00 STAFFING MATTERS**

**PE10.01 Appointment of HR Consultants**

To ratify the appointment of Ellis Whittam as HR Consultants (copy herewith).

**PE10.02 Appointment of Administrative Assistant**

To ratify the appointment of Administrative Assistant (copy herewith).

**PE10.03 Appointment of Farmers' Market Operative**

To ratify the appointment of Farmers' Market operative (copy herewith).

**PE10.04 St Ives Cares II**

To receive report and consider the appointment of a Project Co-ordinator (copy herewith).

**PE10.05 Town Clerk absence**

To receive report from Town Clerk on the way forward and consider the recommendations therein (copy herewith).

**PE11.00 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 20 January 2021**

**Present:**

Chairman: Councillor A Dickinson  
Vice-Chairman: Councillor P Hussain  
Councillors: N Dibben, P Pope

**In attendance:**

Councillors: M King, C Smith, J Tiddy  
Town Clerk: A Benfield

**PE18.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors D Rowe and T Drye (both Personal).

**PE19.00 DECLARATIONS OF INTEREST**

No declarations were made.

**PE20.00 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**PE21.00 MINUTES**

**RESOLVED:** that the Minutes of the Meeting held 21 October 2020 be agreed as a correct record and signed by the Chairman at a future date.

**PE22.00 BUDGET REPORT**

**RESOLVED:** that the budget report be received and noted.

**PE23.00 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.

**PE24.00 STAFFING MATTERS**

**PE24.01 Resignation**

Members received notice of resignation from the Museum Director and gave consideration to the recruitment procedure.

Councillor Dibben provided a verbal report on the discussions which had taken place at the meeting of the Norris Trust which had taken place prior to this meeting.

It was noted that the Deputy Director had agreed to work full-time in the short term whilst the recruitment process took place. Members agreed that by doing so her pay scale would be increased to SP27 for the time she was covering the post.

It was considered also that recruiting for a part-time Director was appropriate and that having the Deputy in post would assist with the recruitment. A review would be held after 6 months.

The minor alterations in job descriptions between the Director and Deputy Director post were noted. The Director's contract would be amended to state that a 3-month period of notice would be required.

Chairman's  
Initials

- RESOLVED: PE24.01.01** that the report is received and noted.
- PE24.01.02** that an advertisement is placed in relevant museum publications for the appointment of a part-time Museum Director on SP27-33, starting as soon as practicable.
- PE24.01.03** that the Deputy Director post be paid at SP27 for the period that the Director post was covered.
- PE24.01.04** that the Director post be reviewed six months after appointment.
- PE24.01.05** that the contract for the part-time Director be amended to state that a 3-month period of notice would be required.

**PE24.02 Covid Staff Report**

The Town Clerk provided Members with an update on staffing team and current working arrangements during lockdown.

**RESOLVED:** that the report be received and noted.

**PE24.03 Town Clerk’s Job Evaluation**

Members received a report of a meeting of the Job Evaluation Working Group held on 3 November to discuss the Town Clerk’s Job Evaluation.

- RESOLVED: PE24.03.01** that the meeting report be received and noted.
- PE24.03.02** that the Town Clerk’s SLCC Profile should be Level 3 Upper.
- PE24.03.03** that no changes to the Job Description were required.

**PE24.04 Grounds Maintenance Team**

Consideration was given to a report on the return of the Grounds Maintenance Supervisor and that a team member had undertaken additional duties during his absence.

- RESOLVED: PE24.04.01** that the report is received and noted.
- PE24.04.02** that the Committee confirm a one-off payment to the GM operative who has covered for the GM Supervisor for the last six months.

**PE25.00 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

**St Ives Town Council Current Year**  
**Annual Budget - By Committee (Actual YTD Month 4)**

09:44

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Personnel</b>										
<b>200</b>	<b>Staff</b>									
5021	Health & Safety	500	170	500	0	0	0	0	0	0
5063	Training/Conferences	5,000	1,306	5,000	281	0	0	0	0	0
5301	Salaries	328,707	314,442	315,090	81,099	0	0	0	0	0
5303	LGPS Pension	58,000	56,472	58,200	15,619	0	0	0	0	0
5304	Inland Revenue PAYE Ees NICs	28,503	28,757	26,600	6,735	0	0	0	0	0
5306	HR support	3,780	3,438	3,780	0	0	0	0	0	0
5307	Staff Contingencies	16,220	0	15,000	0	0	0	0	0	0
5308	Homeworking Allowance	0	3,240	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>440,710</b>	<b>407,825</b>	<b>424,170</b>	<b>103,734</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(440,710)</b>	<b>(407,825)</b>	<b>(424,170)</b>	<b>(103,734)</b>	<b>0</b>		<b>0</b>		
	<b>Personnel - Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>440,710</b>	<b>407,825</b>	<b>424,170</b>	<b>103,734</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(440,710)</b>	<b>(407,825)</b>	<b>(424,170)</b>	<b>(103,734)</b>	<b>0</b>		<b>0</b>		
	<b>Total Budget Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>440,710</b>	<b>407,825</b>	<b>424,170</b>	<b>103,734</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(440,710)</b>	<b>(407,825)</b>	<b>(424,170)</b>	<b>(103,734)</b>	<b>0</b>		<b>0</b>		