



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

Town Hall, Market Hill, St Ives,
Huntingdonshire PE27 5AL

Tel: 01480 388929

e-mail: clerk@stivestowncouncil.gov.uk

TWINNED WITH STADTALLENDORF

Issued: 12 January 2023

Councillors M Burke, P Hussain, J Kerr, A Thompson, M Gleadow, L Valla.

You are hereby summoned to attend a **Meeting of the Personnel Committee of St Ives Town Council** to be held on **Wednesday 18 January 2023 at the Town Hall at 6.00 pm.**

Matthew Price
TOWN CLERK

AGENDA

- PE32.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PE33.00 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.
- PE34.00 PUBLIC PARTICIPATION**
A maximum of 15 minutes in total is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy. Each participant will be limited to 3 minutes in which to make their comments which will be summarised in the Minutes.
- PE35.00 MINUTES**
To approve the Minutes of the Meeting held on 10 August 2022 and the Extraordinary Meetings held on 16 November and 2 December 2022 (copies herewith).
- PE36.00 BUDGET**
To receive the budget for the Committee (to follow).
- PE37.00 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.



PE38.00 STAFFING MATTERS

PE38.01 Appointment of Facilities Officer.

To agree to the recruitment of a Facilities Officer and to consider salary scale and Job Description (to follow).

PE38.02 Maternity Cover

To agree to the recruitment of a temporary Admin Officer to cover maternity leave.

PE38.03 Staff Pay Scales

To consider verbal report from the Chairman.

PE39.00 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 in the Town Hall on 10 August 2022**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor P Hussain

Councillors: M Setchell, M Gleadow, B Luter, L Valla, M Burke

In attendance:

Locum Clerk: Mrs D Bayliss
Democratic Officer: S Rawlinson

PE11.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor A Thompson (Personal reasons).

PE12.00 DECLARATIONS OF INTEREST

None.

PE13.00 PUBLIC PARTICIPATION

None.

PE14.00 MINUTES

The Minutes of the Meeting held on 13 June 2022 were agreed as a correct record and signed by the Chairman.

PE15.00 BUDGET REPORT

The budget report was received and noted.

It was requested that salaries for the Norris Museum staff which were currently included in the figure for Town Hall salaries be put on a separate budget heading.

PE16.00 JOB DESCRIPTIONS

The Chairman informed members that some job descriptions were to be re-written to ensure an overlap in staff duties and provision of adequate cover.

RESOLVED: that a Working Group, comprising all members of the Personnel Committee progress this matter.

PE17.00 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.

PE18.00 STAFFING MATTERS

Consideration was given to the following:

PE18.01 Town Clerk

Members were in receipt of report on the Town Clerk.

RESOLVED: PE18.01.01 that the report is received and noted

Chairman's
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PE18.01.02 that all of the recommendations in the report be agreed and sent as a Recommendation to Full Council for adoption. The date of termination of employment to be 14 September 2022 if approved by Council on that date.

PE18.01.03 that the Finance Officer be asked to provide a breakdown of all costs in this matter, including the cost of appointment of Locum Clerks.

PE18.01.04 that a recruitment panel, comprising all Members of the Personnel Committee be formed.

PE18.02 Amenities Manager/Locum Clerk

Although official discussions had not yet taken place, agreement had been received from the Amenities Manager that he would temporarily cover the Locum Clerk position.

The Locum Clerk confirmed that the Power of General Competence continued until after the next elections, even if a Clerk was unqualified.

A letter from the previous Locum Clerk was received and noted. The Chairman agreed to respond.

RESOLVED: PE18.02.01 that the Amenities Manager temporarily take on the role of Locum Clerk

PE18.02.02 that the additional duties be recognised by a change in salary, effective from 15 August 2022.

PE18.03 CILCA Training

Requests for CILCA training from the Amenities Manager and the Administration Officer had been received.

RESOLVED: PE18.03.01 that CILCA training for both staff members be approved at a cost of £800.

PE18.03.02 that training sessions be held during working hours.

PE18.03.03 that a 'retention after training' clause be placed in the staff members' contracts.

PE18.04 Cemeteries Training

The Cemeteries Officer required further training in order to keep apprised of changes in burial legislation.

RESOLVED: PE18.04.01 that approval to the training be given at a cost of £136.

PE18.04.02 that the Administration Officer be offered the opportunity to do the training also if she so wished.

PE19.00 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.

**Minutes of an Extraordinary Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on 16 November 2022**

Present:

Chairman: Councillor J Kerr

Councillors: M Setchell, M Gleadow, M Burke, A Thompson

In attendance:

Locum Clerk: Mathew Price *[up to Item PE24.02]*

Democratic Officer: S Rawlinson

PE20.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Hussain, Luter and Valla (all Personal).

PE21.00 DECLARATIONS OF INTEREST

None.

PE22.00 PUBLIC PARTICIPATION

None.

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 STAFF MATTERS

PE24.01 Civic and Burials Officer

The Locum Clerk reported that the postholder currently had responsibility for burials and civic matters. The proposal was to split the role.

Dealing with burials was a huge process which was heavily legislated and controlled and it was considered that this should be a stand alone post dealing exclusively with the cemetery.

The postholder currently worked four days per week. It was envisaged that the new Cemetery Officer would work three – generally Monday, Wednesday, Friday but with some flexibility where required. Hours to be 9.30 am until 2 pm.

The successful candidate would need to have sufficient maturity to deal with bereaved families and co-ordinate with funeral directors.

The current Cemeteries Officer estimated that six weeks of one to one training would be required to get the new postholder up to speed. The online study course, already agreed by the Committee, would be utilised by the new staff member.

The Cemeteries Officer would leave the Council's service on 10 January, leading up to this her replacement would work in the office on the same days. Where the Cemeteries Officer was working from home, a link via Zoom or Teams to enable screen sharing would be set up.

Chairman's
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Applicants would be assessed initially by the Cemeteries Officer and Locum Clerk before referral for formal interview.

RESOLVED: **PE24.01.01** that the post of Cemeteries Officer be advertised Immediately on an appropriate pro rata rate within SCP18-22.

PE24.01.02 that the role of the Civic Officer be examined when giving consideration to maternity cover for a staff member.

PE24.02 Recruitment of Town Clerk

The Chairman reported that she was dismayed at the implication from certain quarters that the Council would not handle the recruitment process correctly. Members strongly refuted this allegation which challenged the integrity of the Council.

That Recommendations be made to Full Council, as follows:

RECOMMENDATION: **PE24.02.01** that approval to commencing the recruitment process be given

PE24.02.02 that a Recruitment Panel be formed to comprise the Chairman, Vice Chairman, Councillor Gleadow and an external representative, possibly from CAPALC.

PE24.02.03 that a Job Advertisement be prepared and issued. The closing date for applications to be open ended, up to a one month maximum, in order that the process can be suspended early in the event of a large number of applicants.

PE24.02.04 that there be two starting salary scales – one for qualified applicants and one for unqualified. An undertaking to gain the necessary qualification would be required in the event of the appointment of an unqualified Clerk.

PE24.02.05 that, as part of the selection process, applicants are asked to compile an outline business plan for a Council project, such as the refurbishment of Warner’s Park Pavilion. This would be undertaken over the Christmas period and submitted for assessment during interview in the New Year.

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: 18 January 2023

Chairman’s
Initials

**Minutes of an Extraordinary Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on 2 December 2022**

Present:

Chairman: Councillor J Kerr

Councillors: M Setchell, M Gleadow, M Burke, A Thompson, P Hussain, L Valla (Notetaker)

PE26.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor B Luter (Personal).

PE27.00 DECLARATIONS OF INTEREST

None.

PE28.00 PUBLIC PARTICIPATION

None.

PE29.00 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.

PE30.00 STAFFING MATTERS

PE30.01 Recruitment of Town Clerk

The Chairman reported the successful conclusion of the interview process and that a suitable candidate had been identified.

RESOLVED: that a Recommendation be made to the Council meeting, to be held later that evening, that Matthew Price be offered the position on the salary rate for an unqualified Clerk with a six-month probationary period.

PE30.02 Salary grades and Job Description

A pay review had been requested by a staff member in April but this had not been carried out. A further staff member had not been placed on the appropriate scale for the job.

Members wished to address these matters urgently and undertake a review of job descriptions and pay scales for other Town Hall staff.

RESOLVED: PE30.02.01 that ex gratia payments, backdated to June 2022, be made to two staff members to redress the shortfall in salaries.

PE30.02.02 that a review of all Town Hall posts be undertaken and any salary adjustment necessary be backdated to June 2022.

Chairman's
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PE31.00

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: 18 January 2023

Chairman's
Initials

13/01/2023

St Ives Town Council Current Year

13:11

Annual Budget - By Committee (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projecte</u>	<u>Committ</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
<u>Personnel</u>										
200	<u>Staff</u>									
5021	Health & Safety	500	35	500	0	0	0	1,800	0	0
5063	Training/Conferences	5,000	2,276	5,000	3,403	0	0	5,000	0	0
5301	Salaries	315,090	302,156	353,303	259,713	0	0	341,000	0	0
5303	LGPS Pension	58,200	56,605	61,000	47,247	0	0	57,344	0	0
5304	Inland Revenue PAYE Ees NICs	26,600	24,146	29,100	22,328	0	0	28,034	0	0
5306	HR support	3,780	3,438	3,780	3,781	0	0	5,000	0	0
5307	Staff Contingencies	15,000	19,649	15,000	33,913	0	0	15,000	0	0
	Overhead Expenditure	<u>424,170</u>	<u>408,305</u>	<u>467,683</u>	<u>370,385</u>	<u>0</u>	<u>0</u>	<u>453,178</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(424,170)</u>	<u>(408,305)</u>	<u>(467,683)</u>	<u>(370,385)</u>	<u>0</u>		<u>(453,178)</u>		
	Personnel - Income	0	0	0	0	0	0	0	0	0
	Expenditure	424,170	408,305	467,683	370,385	0	0	453,178	0	0
	Movement to/(from) Gen Reserve	<u>(424,170)</u>	<u>(408,305)</u>	<u>(467,683)</u>	<u>(370,385)</u>	<u>0</u>		<u>(453,178)</u>		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	424,170	408,305	467,683	370,385	0	0	453,178	0	0
	Movement to/(from) Gen Reserve	<u>(424,170)</u>	<u>(408,305)</u>	<u>(467,683)</u>	<u>(370,385)</u>	<u>0</u>		<u>(453,178)</u>		