



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: 11 October 2023

Cllrs M Burke, J Kerr, C Morgan, A Thompson, M Gleadow, L Valla, P Hussain, J Cantwell

You are hereby summoned to attend a Meeting of the **Personnel Committee** of St Ives Town Council to be held in the **Town Hall** on **Wednesday 18 October at 8:00 pm**.

Matthew Price
TOWN CLERK

AGENDA

PE16.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

PE17.00 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.

PE18.00 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. Comments will be summarised in the minutes.

PE19.00 MINUTES

To confirm as a correct record the Minutes of the Planning Committee held on 18 January 2023, and the Minutes of the Emergency Meetings held on 3 February 2023, 27 March 2023, 3 May 2023, 24 July 2023 and 5 September 2023 (copies herewith).



- PE20.00 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.
- PE21.00 TOWN CLERK LINE MANAGEMENT**
To receive a report regarding the management of the Town Clerk and to consider the proposed recommendations (copies herewith).
- PE22.00 STAFF PERFORMANCE REVIEW ARRANGEMENTS**
To receive a report regarding performance reviews and to consider the proposed recommendations (copies herewith).
- PE23.00 POLICIES AND PROCEDURES**
To discuss and consider personnel-related policies and procedures that need to be reviewed.
- PE24.00 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 readmitted to the meeting.

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on 18 January 2023**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor P Hussain

Councillors: A Thompson, M Gleadow, M Burke

In attendance:

Town Clerk: Matthew Price

PE32.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor L Valla (Personal reasons).

PE33.00 DECLARATIONS OF INTEREST

None.

PE34.00 PUBLIC PARTICIPATION

None.

PE35.00 MINUTES

The Minutes of the Meeting held on 10 August 2022, 16 November 2022, 2 December 2022 agreed as a correct record and signed by the Chairman.

PE36.00 BUDGET REPORT

The budget report was received and noted.

It was requested that salaries for the TH, NM, GM, FM to be placed on a separate budget heading.

PE37.00 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.

PE38.00 STAFFING MATTERS

Consideration was given to the following:

PE38.01 Appointment of Facilities Officer

Members were in receipt of report on the Facilities Officer role. To agree the recruitment and to consider pay scale and job description

RESOLVED: PE38.01.01 that the report is received and noted

PE38.01.02 The Pay Scale be SCP 15-19 agreed and the job description was agreed to be posted on website and other media channels.

PE38.02 Maternity Cover

Members were in receipt of report on the Facilities Officer role. To agree the recruitment and to consider pay scale and job description.

Chairman's
Initials

RESOLVED: PE38.02.01 that the report is received and noted

PE38.02.02 The Pay Scale be SCP 1-3 agreed and the job description was agreed to be posted on website and other media channels.

PE38.03 Staff Pay Scales
To consider a verbal report from the Chairman

RESOLVED: PE38.03.01 that the report is received and noted.

PE18.04.02 that the Democratic offices pay scale be increased to SCP 14 and back dated to June 2022.

PE39.00 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's
Initials

**Minutes of the Meeting of the Emergency Personnel Committee of St Ives Town Council
held in the Town Hall on 03 February 2023**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor P Hussain

Councillors: A Thompson, M Gleadow, M Burke, L Vala

In attendance:

Town Clerk: Matthew Price

PE40.00 APOLOGIES FOR ABSENCE
None

PE41.00 DECLARATIONS OF INTEREST
None.

PE42.00 PUBLIC PARTICIPATION
None.

PE43.00 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.

PE44.00 STAFFING MATTERS
Consideration was given to the following:

C44.01 Maternity Leave and Pay
The Maternity pay was ratified as the following entitlement:
During 2nd year of continuous service: First 2 weeks normal pay, weeks 3 – 9. 90% normal pay, weeks 10 – 39 SMP or 90% of normal weekly earnings if lower, weeks 40 – 52 no pay.

C44.02 Democratic Officer Pay Scale
The Pay scale for the Democratic officer was ratified and agreed to be:
Increase to SCP 14 and backdated to June 2022 – Minus £1 NALC payscale increase for this period

PE45.00 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's
Initials

**Minutes of the Meeting of the Emergency Personnel Committee of St Ives Town Council
held in the Town Hall on 27 March 2023**

Present:

Chairman: Councillor J Kerr

Councillors: M Gleadow, M Burke, L Valla, C Morgan

In attendance:

Town Clerk: Matthew Price

PE46.00 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Hussain (personal reasons) and from Cllr M Burke (late arrival).

PE47.00 DECLARATIONS OF INTEREST

None.

PE48.00 PUBLIC PARTICIPATION

None.

PE49.00 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.

PE50.00 MATERNITY COVER ARRANGEMENTS

Consideration to maternity cover arrangements was made.

RESOLVED: The contract extension was proposed and seconded. There was a unanimous vote.

PE51.00 ENHANCED MATERNITY COVER

RESOLVED: The enhanced maternity cover was proposed and seconded. There was a unanimous vote.

PE52.00 TOWN HALL CLEANING

All members were in agreement with the proposal. It was agreed that the Town Clerk will formulate a job description and duties to bring to the next personnel meeting for the new proposed role.

RESOLVED: The motion was proposed and seconded. There was a unanimous vote.

Chairman's
Initials

PE53.00**FARMERS' MARKET**

It was discussed that the market needs attention of compliance and duties of those who are salaried. A working party was proposed to be established to examine this piece of work and report back to the personnel committee. The serving members from the personnel committee will be Cllr M Burke and Cllr M Gleadow. A maximum of four councillors will form the working party. Cllr M Burke will invite members of the amenities committee to serve alongside personnel members on the working party.

RESOLVED: The working party and its arrangements were proposed and seconded. There was a unanimous vote.

PE54.00**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.

The meeting convened at 7:07 pm.

Chairman:

Dated:

18 October 2023

Chairman's
Initials

**Minutes of the Meeting of the Emergency Personnel Committee of St Ives Town Council
held in the Town Hall on 3 May 2023**

Present:

Chairman: Councillor J Kerr

Councillors: M Gleadow, M Burke, C Morgan, P Hussain

In attendance:

Town Clerk: Matthew Price

PE55.00 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs A Thompson and L Valla (Work Commitments).

PE56.00 DECLARATIONS OF INTEREST

None.

PE57.00 PUBLIC PARTICIPATION

None.

PE58.00 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.

PE59.00 DEMOCRATIC OFFICER ARRANGEMENTS

Members commented on the great work and support shown by Amanda Childs in her short tenure as Admin Maternity cover and would be delighted to see her grow into the new role as Democratic Officer.

It was proposed that Amanda Childs become the St Ives Town Council Democratic Officer.

RESOLVED: The proposal was made and seconded. There was a unanimous vote.
Amanda Childs to be offered the position.

PE60.00 ADMINISTRATION OFFICER ARRANGEMENTS

Members all agreed that the Admin Role be one of an integral part of the Town Hall staff and one that will be filled as soon as the Clerk completes the interviews.

RESOLVED: The proposal was made and seconded. There was a unanimous vote.

Under delegated powers the Chair and Vice Chair to agree on the successful applicant after interview process thus not requiring another emergency meeting just to give members a name.

RESOLVED: The proposal was made and seconded. There was a unanimous vote.

Chairman's
Initials

PE61.00

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 October 2023

Chairman's
Initials

**Minutes of the Meeting of the Emergency Personnel Committee of St Ives Town Council
held in the Town Hall on 24 July 2023**

Present:

Chairman: Councillor J Kerr

Councillors: M Gleadow, P Hussain, J Cantwell, A Thompson

In attendance:

Town Mayor: P Pope

Locum Clerk: L White

The Town Mayor opened the meeting.

PE01.00 APPOINTMENT OF CHAIRMAN

It was proposed by Councillor P Hussain for Councillor J Kerr to serve as Chairman, which was seconded by Councillor A Thompson. The vote was unanimous.

RESOLVED: that Councillor J Kerr be appointed Chairman for the municipal year 2023/24.

PE02.00 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor J Kerr for Councillor M Gleadow to serve as Vice-Chairman, which was seconded by Councillor J Cantwell. The vote was unanimous.

RESOLVED: that Councillor M Gleadow be appointed Vice-Chairman for the municipal year 2023/24.

PE03.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillors C Morgan and L Valla (personal).

PE04.00 DECLARATIONS OF INTEREST

None.

PE05.00 PUBLIC PARTICIPATION

None.

PE06.00 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.

PE07.00 STAFF MATTERS

PE07.01 Next Steps

Consideration of receipt of a grievance from a member of staff concerning another member of staff was made.

Chairman's
Initials

RESOLVED: that Councillors J Kerr and M Gleadow will carry out the initial investigation and then speak directly to the member of staff who the grievance has been raised against. The vote was unanimous.

RESOLVED: that should there be a need to consider additional investigations due to appeal, etc. that Councillors A Thompson and J Cantwell will carry out the subsequent investigations. The vote was unanimous.

PE07.02**Clerk Probationary Period**

During confidential discussions councillors stated that the town council is not providing the support it should do to its staff. Members noted that the Clerk has been left without any commitment from the Council as their probationary period comes to a close. In addition, when seeking advice on other matters, councillors have been made aware that there is no one councillor acting as line manager for the Town Clerk but should be a number of councillors, specifically in this instance, from the Personnel Committee.

RESOLVED: that recommendation is made to the Town Council to provide an addendum to the Clerk's contract to show the change in line management following advice received, by way of a letter to the Town Clerk. The vote was unanimous.

RESOLVED: that recommendation should be made to Town Council that policy should be updated to show that for recruitment of any future Town Clerk, that the Chair, Vice-Chair and one other councillor will meet with the Town Clerk to discuss their probationary period prior to recommendation to Full Council for completion or extension. The vote was unanimous.

RESOLVED: that in the current situation the additional councillor will be Councillor J Cantwell. The vote was unanimous.

PE07.03**Performance Review of the Town Clerk**

During confidential discussion it was noted by councillors that the town council was failing in its support of the Clerk in that there is no current procedure in place to ensure that there is an effective performance review of the Clerk.

RESOLVED: that advice be sought from Worknest to the best process to be undertaken for the performance review. The vote was unanimous.

RESOLVED: to draft up a policy for performance reviews to be taken to the Full Council meeting in September for adoption. The vote was unanimous.

RESOLVED: that recommendation be made to Full Council that two or three members of the Personnel Committee be responsible for performance reviews for the Clerk and that councillors and the Clerk receive training on how to carry out performance reviews. The vote was unanimous.

PE07.04

Other Personnel Matters

During confidential discussion members highlighted that there are several policies missing from the council's suite of policies.

RESOLVED: that Worknest be asked to confirm what are the essential policies the council should have in place. Seek confirmation on other important policies that would be helpful and to create a timetable for policies to be updated. The vote was unanimous.

PE08.00

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.

The meeting concluded at 8:10 pm.

Chairman:

Dated: 18 October 2023

Chairman's
Initials

**Minutes of the Meeting of the Emergency Personnel Committee of St Ives Town Council
held in the Town Hall on 05 September 2023**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor M Gleadow

Councillors: P Hussain, A Thompson, L Valla

In attendance:

Town Clerk: M Price
Democratic Officer: A Childs

PE09.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor C Morgan (personal).

PE10.00 DECLARATIONS OF INTEREST

None.

PE11.00 PUBLIC PARTICIPATION

None.

PE12.00 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.

PE13.00 FINANCE OFFICER ROLE

PE13.01 Recruitment

Members were in receipt of a report from the Town Clerk, which detailed the specifications of the role and a prospective candidate.

[Councillor P Hussain entered the Chamber]

Discussions were held regarding the applicant's qualifications and suitability for the role. Other details including working hours, handover and starting date were mentioned. Councillor L Valla queried if the relevant references were obtained; the recruitment process was nearing the final stages but this last step was still required. The members agreed that the receipt of two satisfactory references must be obtained before the job position could be offered to the candidate.

Councillor J Kerr proposed, subject to the receipt of two satisfactory written and verbal references, that the candidate be offered the position. The proposal was seconded by Councillor L Valla and there was a unanimous vote.

Chairman's
Initials

RESOLVED: that, subject to the receipt of two satisfactory verbal and written references, Esther Whalley be formally offered the role of Finance Officer at St Ives Town Council.

PE13.02**Current Finance Officer**

Members were in receipt of a letter from the Finance Officer; discussions were held regarding the current finance officer's terms and leaving period.

Councillor P Hussain proposed that the current Finance Officer's leaving period would be one month in duration and commence on 15 September 2023, which was seconded by Councillor A Thompson. The vote was unanimous.

Councillor P Hussain stated that they are very grateful to Karen Duncan for her many years of service at the Town Council, and Councillor J Kerr echoed these sentiments.

RESOLVED: that the current Finance Officer's leaving period will commence on the 15th September 2023 and be one month in length; the last day of employment will fall in mid October 2023.

PE14.00**CIVIC OFFICER ROLE**

Members were in receipt of a report from the Town Clerk, regarding the Civic Officer's contracted hours. Discussions were held surrounding her role, responsibilities and support to the Mayor. The Town Clerk and committee members were concerned about workload issues, and it was agreed that the Town Clerk would discuss this matter with the Civic Officer and the Mayor.

Councillor P Hussain proposed that the Civic Officer's working hours be increased to 20 hours per week, starting from the next pay salary date – 15th September 2023. This was seconded by Councillor J Kerr. The majority were in favour, with one abstained vote from Councillor A Thompson.

RESOLVED: that the Civic Officer's working hours be increased to 20 hours per week, commencing on 15th September 2023.

that the Town Clerk discuss workload issues with the Civic Officer and Mayor.

PE15.00**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.

The meeting concluded at 6:58 pm.

Chairman:

Dated: 18 October 2023

Chairman's
Initials