



ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives,
Huntingdonshire PE27 5AL
Tel: 01480 388929
e-mail: clerk@stivestowncouncil.gov.uk

TWINNED WITH STADTALLENDORF

Issued: 11 January 2024

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

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 17 January at 8:00 pm.**

Libby White
LOCUM CLERK

AGENDA

- PE31.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PE32.00 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.
- PE33.00 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.
- PE34.00 MINUTES**
To confirm as a correct record the Minutes of the Personnel Committee held on 18 October 2023, and the Minutes of the Emergency Meeting held on 11 December 2023 (copies herewith).
- PE35.00 BUDGET REPORT**
To receive the budget reports for the Personnel Committee for the last three financial months (copy herewith).



- PE36.00 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.
- PE37.00 ST IVES CARES COORDINATOR**
To discuss and consider the potential ongoing and future employment of the St Ives Cares Coordinator at St Ives Town Council.
- PE38.00 ST IVES CARES BUDGET**
To agree and ratify the pay anomaly in the St Ives Cares budget (copy to follow).
- PE39.00 RECRUITMENT OF TOWN CLERK**
- 39.01** To discuss the recruitment of a new Town Clerk.
 - 39.02** To agree the interview panel for the recruitment process of the Town Clerk.
 - 39.03** To ratify the pay scale agreed (Spinal Column 50) in the informal meeting on Saturday 6th January 2024.
- PE40.00 LINE MANAGEMENT ARRANGEMENTS**
To agree an arrangement for the support and line management of staff in the absence of a Town Clerk.
- PE41.00 STAFF PAYROLL**
To receive a report from the Locum Clerk about findings from arranging the payroll for January and to approve the recommendations received (copy to follow).
- PE42.00 MATERNITY COVER ARRANGEMENTS**
To discuss maternity cover arrangements for a member of the Town Hall office staff.
- PE43.00 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 October 2023**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor M Gleadow

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

In attendance:

Democratic Officer: A Childs

PE16.00 APOLOGIES FOR ABSENCE

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

PE17.00 DECLARATIONS OF INTEREST

None.

PE18.00 PUBLIC PARTICIPATION

None.

Councillor M Burke queried if members are permitted to read comments from local residents who are unable to be present. The Chairman advised it is best practice to circulate the comments prior to the meeting so it can be shared with members beforehand and made aware in advance.

PE19.00 MINUTES

It was noted that in the agenda there was a typing error which referred to Planning Minutes; this should have correctly read Personnel Minutes.

RESOLVED: the Minutes of the Meeting 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 were agreed as a correct record and signed by the Chairman.

PE20.00 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.

PE21.00 TOWN CLERK LINE MANAGEMENT

Councillor M Gleadow presented the report regarding the management of the Town Clerk and the committee consider the proposed recommendations.

The draft policy was agreed with the following amendments to the policy:

- identify the Nalc procedure relevant to the policy
- include the Nolan principles within the document.

Chairman's
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- Add to the policy additional information in relation to sickness absence. If the clerk is reporting sickness absence, they needs to phone the Chair of Personnel or Deputy Chair of Personnel. If neither can be contacted an email is to be sent to both explaining the reason for absence. Additionally, if there are any priority duties the clerk will email the relevant staff to delegate those duties.

Councillor P Hussain proposed that the policy be adopted with the agreed amendments (brought to full council to be adopted if this was outside the remit of the personnel committee). Councillor M Burke seconded and the vote was unanimous.

The concern was raised by Councillor J Kerr if the Clerk remained on sick leave that too much pressure would be placed on the current staff. It was proposed that if the Clerk's sick leave was extended a Locum Clerk be employed for the continuity of the running of the council. Councillor M Burke proposed, Councillor A Thompson seconded vote was unanimous. It was agreed Councillor J Kerr would discuss this with Councillor P Pope.

PE22.00 STAFF PERFORMANCE REVIEW ARRANGEMENTS

Councillor M Gleadow presented a report regarding performance reviews.

The draft policy was agreed with the following amendments to the policy:

- include the Nolan principles within the document.

Councillor J Kerr proposed that the policy be adopted with the agreed amendment (brought to Full Council to be adopted if this was outside the remit of the personnel committee). Councillor M Burke seconded and the vote was unanimous.

PE23.00 POLICIES AND PROCEDURES

It was agreed that Councillor A Thompson would provide a draft sickness absence policy and procedure to be discussed at the next Personnel Committee meeting,

It was agreed that Councillor J Kerr and Councillor M Burke would look at the business continuity process for the council and provide a draft update to be discussed at the next Personnel Committee meeting.

It was discussed as part of business continuity that Councillors needed to have access to the staff calendar so they could see who was in the office when/ on leave /working from home.

Other procedure to be considered included answering phones- monitoring calls taken and missed.

PE24.00 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: 17 January 2024

Chairman's
Initials

**Minutes of the Emergency Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on 11 December 2023**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor M Gleadow

Councillors: A Thompson, J Cantwell, A Riddell, L Valla

In attendance:

St Ives Cares Coordinator: J Jenner
Democratic Officer: A Childs

PE25.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Burke (personal).
Councillor C Morgan on sabbatical leave.

PE26.00 DECLARATIONS OF INTEREST

None.

The Chairman and Councillor L Valla both have involvement with the St Ives Cares programme, but this does not constitute non-pecuniary interests.

PE27.00 PUBLIC PARTICIPATION

None.

PE28.00 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.

PE29.00 ST IVES CARES

The Chairman stated that she had spoken to CAPALC for legal advice on what could be done in the meeting, in regards to problem-solving and decision-making.

She explained that there had been an overspend of £4,500 which appears to pertain to the St Ives Cares Coordinator's salary – regarding either National Insurance or employer contributions to the employee's pension. However, the Committee require detailed financial reports to definitively confirm the source of the overspend before any action can be taken. This report has been requested by the Coordinator and the Chairman and has not yet been received. The error dates back to the beginning of the St Ives Cares programme when a previous Town Clerk and Financial Officer were employed at the Council, and has not since been rectified.

The programme currently has an overall underspend, but these available funds cannot be used towards recouping of the salary-related overspend or extending the programme beyond its 24 month period, as confirmed by the funders (Cambridgeshire County Council: Innovate and Cultivate Fund).

Chairman's
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The Vice Chairman suggested a detailed financial report would be useful to review thoroughly, line by line, to allocate the source of the discrepancy and ensuring all project expenditure has been coded correctly. The Chairman added that the salary amounts do not tally up with the figures allocated for this category by the grant. Jane Jenner (Programme Coordinator) provided Excel spreadsheets which showed inconsistencies between the general ledger, her salary figures and other documentation.

The Vice Chairman asked if the Town Council could formally accept responsibility for the overspend; the Chairman confirmed this would be the objective but in order to confirm this, the financial reporting documents are mandatory for evidence.

If confirmed, the Chairman expressed that it would be solely the responsibility of the Town Council to rectify the discrepancy, and must be resolved before the end of February 2024 at the very latest, when the programme officially ends. The Coordinator requires evidence that this error is being investigated by the Town Council to be able to provide monitoring to the funding organisation.

The Chairman proposed that the Personnel Committee make an official request for a fully transparent financial report and transaction listing on the questioned budget line(s) to clarify the source of the overspend and to highlight any anomalies associated with the St Ives Cares budget by the 10th January 2017, in advance of the next scheduled Personnel Meeting on the 17th January 2024. This was seconded by Councillor J Cantwell and there was a unanimous vote.

If the financial reports show that the Town Council is responsible for the overspend, it must legally take responsibility for this. The Vice Chairman stated that the Committee could agree to pay the overspend difference once details are confirmed.

The Chairman had spoken with CAPALC and they advised that the Town Council must take responsibility (if confirmed through financial reporting) and agree to it at committee. This was advised verbally by a CAPALC member, but Councillor J Cantwell stated it would be advisable to have these instructions via email as foundational support. Councillors were in agreement. Councillor L Valla stated that electronic correspondence from CAPALC could assist the Coordinator with monitoring reports to funders; Councillor A Thompson suggested that the Committee could agree to pay the overspend on principle once financial reports are received – or at the minimum, CAPALC guidance in writing as proof the discrepancy is being investigated.

The Chairman and Committee expressed their regret to Jane Jenner for the stress and concern this financial situation has caused to her role.

Councillor J Cantwell queried the amount of underspend on the overall project, which the Coordinator confirmed was £9,000. This sum must be committed by the end of February 2024. Some funds will be allocated to the Hub website and a CRM system; the Chairman also welcomed ideas from the Committee that would beneficially serve the programme and the community.

The Chairman reiterated that the underspend could not be allocated towards salary-related spend. Councillor A Riddell queried where the overspend – if confirmed – would be paid from. The Chairman stated that the Town Clerk advised this could come from the staff contingency budget. Councillor L Valla queried if this was set up and available and the Chairman stated she did not believe that there was a set budget for staff contingency costs. Councillor A Riddell added that there is a ledger line for it, but the budget is at zero. The Chairman stated that the overspend would need to be paid from this financial year's budget and would speak to Libby White (CAPALC) for guidance.

The Chairman stated that an informal meeting was required for the Personnel Committee to discuss budget planning for the next financial year. Councillor L Valla added that the Committee require a yearly plan in order to plan accordingly and move forward in a productive manner.

The Chairman noted that more budgetary reporting would be advantageous for Committees; she stated that the budget documents for the upcoming Full Council were missing two pages and certain budget lines.

Councillors agreed that budget reports would be useful for the Personnel Committee in future. Councillor J Cantwell suggested that this could be on a monthly or quarterly basis.

Councillor A Riddell proposed that a new rolling item be added to future quarterly Personnel meetings to include monthly Personnel financial reports, which was seconded by Councillor L Valla. There was a unanimous vote.

RESOLVED: that a request is submitted for a detailed financial report and transaction listing on the questioned budget line(s) to clarify the source of the overspend and to highlight any anomalies associated with the St Ives Cares budget by the 10th January 2017, in advance of the next scheduled Personnel Meeting on the 17th January 2024.

that the Chairman contact CAPALC for guidance on where the funds should be drawn from to cover the overspend – if and when confirmed by financial reports.

that an informal meeting be arranged for the Personnel Committee to discuss budget forecasting for the upcoming financial year (2024-2025).

that future quarterly Personnel Meetings include a monthly financial reporting agenda item for budget monitoring.

PE30.00 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 ended at 7:54 pm.

Chairman:

Dated: 17 January 2024

Chairman's
Initials

Annual Budget - By Committee (Actual YTD Month 7)

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | |
|-------------------------|---------------------------------------|------------------|------------------|---------------------|------------------|-----------|-----------|------------------|----------|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Personnel</u> | | | | | | | | | | |
| 200 | <u>Staff</u> | | | | | | | | | |
| 5021 | Health & Safety | 500 | 0 | 1,800 | 83 | 0 | 0 | 0 | 0 | 0 |
| 5063 | Training/Conferences | 5,000 | 4,015 | 5,000 | 2,184 | 0 | 0 | 0 | 0 | 0 |
| 5301 | Salaries | 353,303 | 297,599 | 246,050 | 171,150 | 0 | 0 | 0 | 0 | 0 |
| 5303 | LGPS Pension | 61,000 | 54,305 | 40,544 | 23,951 | 0 | 0 | 0 | 0 | 0 |
| 5304 | Inland Revenue PAYE Ees NICs | 29,100 | 36,519 | 21,704 | 22,491 | 0 | 0 | 0 | 0 | 0 |
| 5306 | HR support | 3,780 | 3,781 | 5,000 | 6,441 | 0 | 0 | 0 | 0 | 0 |
| 5307 | Staff Contingencies | 15,000 | 34,871 | 15,000 | 1,118 | 0 | 0 | 0 | 0 | 0 |
| 5309 | Norris Salaries | 0 | 0 | 94,950 | 50,602 | 0 | 0 | 0 | 0 | 0 |
| 5310 | Norris Inland Revenue | 0 | 0 | 6,330 | 3,140 | 0 | 0 | 0 | 0 | 0 |
| 5311 | Norris Pension | 0 | 0 | 16,800 | 9,759 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | <u>467,683</u> | <u>431,090</u> | <u>453,178</u> | <u>290,919</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| | Movement to/(from) Gen Reserve | <u>(467,683)</u> | <u>(431,090)</u> | <u>(453,178)</u> | <u>(290,919)</u> | <u>0</u> | | <u>0</u> | | |
| | Personnel - Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 467,683 | 431,090 | 453,178 | 290,919 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(467,683)</u> | <u>(431,090)</u> | <u>(453,178)</u> | <u>(290,919)</u> | <u>0</u> | | <u>0</u> | | |
| | Total Budget Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 467,683 | 431,090 | 453,178 | 290,919 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(467,683)</u> | <u>(431,090)</u> | <u>(453,178)</u> | <u>(290,919)</u> | <u>0</u> | | <u>0</u> | | |

Annual Budget - By Committee (Actual YTD Month 8)

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | |
|------------------|--------------------------------|------------------|-----------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Personnel</u> | | | | | | | | | | |
| <u>200</u> | <u>Staff</u> | | | | | | | | | |
| 5021 | Health & Safety | 500 | 0 | 1,800 | 83 | 0 | 0 | 0 | 0 | 0 |
| 5063 | Training/Conferences | 5,000 | 4,015 | 5,000 | 3,679 | 0 | 0 | 0 | 0 | 0 |
| 5301 | Salaries | 353,303 | 297,599 | 246,050 | 250,268 | 0 | 0 | 0 | 0 | 0 |
| 5303 | LGPS Pension | 61,000 | 54,305 | 40,544 | 30,468 | 0 | 0 | 0 | 0 | 0 |
| 5304 | Inland Revenue PAYE Ees NICs | 29,100 | 36,519 | 21,704 | 24,504 | 0 | 0 | 0 | 0 | 0 |
| 5306 | HR support | 3,780 | 3,781 | 5,000 | 6,441 | 0 | 0 | 0 | 0 | 0 |
| 5307 | Staff Contingencies | 15,000 | 34,871 | 15,000 | 1,118 | 0 | 0 | 0 | 0 | 0 |
| 5309 | Norris Salaries | 0 | 0 | 94,950 | 50,602 | 0 | 0 | 0 | 0 | 0 |
| 5310 | Norris Inland Revenue | 0 | 0 | 6,330 | 3,140 | 0 | 0 | 0 | 0 | 0 |
| 5311 | Norris Pension | 0 | 0 | 16,800 | 9,759 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 467,683 | 431,090 | 453,178 | 380,061 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (467,683) | (431,090) | (453,178) | (380,061) | 0 | | 0 | | |
| | Personnel - Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 467,683 | 431,090 | 453,178 | 380,061 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (467,683) | (431,090) | (453,178) | (380,061) | 0 | | 0 | | |
| | Total Budget Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 467,683 | 431,090 | 453,178 | 380,061 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (467,683) | (431,090) | (453,178) | (380,061) | 0 | | 0 | | |

Annual Budget - By Committee (Actual YTD Month 9)

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | |
|------------------|--------------------------------|------------------|-----------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Personnel</u> | | | | | | | | | | |
| <u>200</u> | <u>Staff</u> | | | | | | | | | |
| 5021 | Health & Safety | 500 | 0 | 1,800 | 151 | 0 | 0 | 0 | 0 | 0 |
| 5063 | Training/Conferences | 5,000 | 4,015 | 5,000 | 4,474 | 0 | 0 | 0 | 0 | 0 |
| 5301 | Salaries | 353,303 | 297,599 | 246,050 | 250,268 | 0 | 0 | 0 | 0 | 0 |
| 5303 | LGPS Pension | 61,000 | 54,305 | 40,544 | 30,468 | 0 | 0 | 0 | 0 | 0 |
| 5304 | Inland Revenue PAYE Ees NICs | 29,100 | 36,519 | 21,704 | 24,504 | 0 | 0 | 0 | 0 | 0 |
| 5306 | HR support | 3,780 | 3,781 | 5,000 | 6,441 | 0 | 0 | 0 | 0 | 0 |
| 5307 | Staff Contingencies | 15,000 | 34,871 | 15,000 | 1,226 | 0 | 0 | 0 | 0 | 0 |
| 5309 | Norris Salaries | 0 | 0 | 94,950 | 50,602 | 0 | 0 | 0 | 0 | 0 |
| 5310 | Norris Inland Revenue | 0 | 0 | 6,330 | 3,140 | 0 | 0 | 0 | 0 | 0 |
| 5311 | Norris Pension | 0 | 0 | 16,800 | 9,759 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 467,683 | 431,090 | 453,178 | 381,033 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (467,683) | (431,090) | (453,178) | (381,033) | 0 | | 0 | | |
| | Personnel - Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 467,683 | 431,090 | 453,178 | 381,033 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (467,683) | (431,090) | (453,178) | (381,033) | 0 | | 0 | | |
| | Total Budget Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 467,683 | 431,090 | 453,178 | 381,033 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (467,683) | (431,090) | (453,178) | (381,033) | 0 | | 0 | | |