



*Celebrating 50 years
1974-2024*

ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL
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Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

TWINNED WITH STADTALLENDORF

Issued: 11th July 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** for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting.

Meeting to be held on **Thursday 18th July 2024** in the **Council Chamber, Town Hall at 7pm.**

The meeting is open to members of the public (including the press), but is not a public meeting.

Libby White

Mrs Libby White BEM BA(Hons) FSLCC
Town Clerk

AGENDA

PE09.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

PE10.00 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.

PE11.00 PUBLIC PARTICIPATION

A maximum of fifteen 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 three minutes in which to make their comments. Comments will be summarised in the minutes.

PE12.00 MINUTES

To confirm as a correct record the minutes of the Personnel Committee meeting held on 17 January 2024, the emergency meeting held on 5 March 2024 and the meeting held on 29th May 2024 (copies herewith).

PE13.00 FINANCE MATTERS

To receive a financial update on matters relating to personnel.



PE14.00 EYE TEST POLICY

To approve the eye test policy (copy herewith).

PE15.00 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.

PE16.00 PERSONNEL MATTERS

To receive an update on all staff matters.

PE17.00 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 17 January 2024**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor M Gleadow

Councillors: Councillor L Valla, Councillor M Burke, Councillor J Cantwell

PE31.00 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor A Thompson and Councillor A Riddell.

PE32.00 DECLARATIONS OF INTEREST

None

PE33.00 PUBLIC PARTICIPATION

A member of the public raised a concern around PE39.03 that the committee had made decisions and conducted council functions at an informal meeting without giving public notice. The member of the public stated that the committee cannot make decisions in private and then ratify these decisions later in public, which would be in contravention of the Public Bodies Act 1960 Section 1, sub-section 1 and the Local Government Act 1972 Schedule 12 and The Council's Standing Orders. The member of the public stated that he therefore found any decisions made during the meeting on Saturday 6th January to be unlawful.

The Chair acknowledged that the agenda had been written incorrectly and assured the member of the public that today's meeting would be just confirming the pay scale for the new role. The Chair acknowledged that the word 'ratify' in this instance was incorrect and apologised.

PE34.00 MINUTES

The Minutes of the Meeting held on 18 October 2023 and the Minutes of the Emergency Meeting held on 11 December 2023 agreed as a correct record and signed by the Chair.

It was noted that there were some actions that will need to continue. It was acknowledged that these are yet to be resolved as urgent priorities had taken precedence. It was agreed that a rolling programme of actions could support the committee, so that unresolved actions are revisited.

PE35.00 BUDGET REPORT

One councillor asked if the budget received was created after the Locum Clerk had managed to update the figures. The Chair confirmed this but noted that the Locum Clerk was still updating, as there were still some inaccuracies. The committee agreed that the budget was difficult to comment on as the figures are yet to be an accurate representation of the current status. The Chair reported that a representative of the software provider would be providing further support during the month to move incorrectly posted costs. The committee made the decision to note that the budget had been received at this stage, rather than accepting them.

PE36.00 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.

PE37.00 ST IVES CARES COORDINATOR

A confidential report was received by Councillors and discussed.

RESOLVED: to recommend the Council employ the St Ives Care Co-ordinator for a fixed term one year contract, 22.5 hours per week at NJC pay scale point 19. The Chair proposed this

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and was seconded by Cllr M Burke. Committee members voted unanimously in agreement.

PE38.00 ST IVES CARES BUDGET

A confidential report was received about over payment of the St Ives Cares budget.

RESOLVED: that the short fall is to be paid from the town hall budget. This was proposed by the Chair and seconded by Cllr M Burke. Committee members voted unanimously in agreement.

PE39.00 RECRUITMENT OF THE TOWN CLERK

39.01 The Chair reported that the advert for the new permanent Town Clerk post was released on 15th January 2024 and the decision was taken to advertise as soon as possible because the Council needed a Clerk.

39.02 The Chair will not be on the panel. The Chair suggested Councillor Pope, Councillor Gleadow and Councillor Cantwell. Councillor Gleadow and Councillor Cantwell agreed to become part of the recruitment panel. It was arranged for interviews to be held during the week of the 5th February. The proposed panel also agreed to attend a shortlisting meeting. The Chair thanked Councillor Gleadow and Councillor Valla for supporting the Chair in the creation of the job description and personal specification. The committee unanimously agreed to proceed. The committee agreed that the interview process should be a thorough vetting of each candidate and to contain tasks as well as interview questions.

39.03 It was unanimously agreed that the recommended pay scale around spinal point 48-52 as set out in the advertisement was reflective and in relation to the size of the town and the responsibilities of the role. The Chair confirmed that it will be a full-time post.

PE40.00 LINE MANAGEMENT ARRANGEMENTS

Line management arrangements – The Chair asked the committee to consider the current line management system in the absence of a locum/permanent Clerk. The Chair proposed that, as the Personnel Committee would usually line-manage the Clerk, the committee should act as a point of contact for the town hall staff in the absence of a Clerk. The Chair reported that the Locum Clerk is able to support to a degree, but she is currently only working a few hours a week to support the council. One Councillor proposed that the Chair be the named first point of contact to streamline the support for staff. This proposal was unanimous.

PE41.00 STAFF PAYROLL

A report was received from Locum Clerk. The Chair proposed that the committee accept the recommendations as stated in the report and implement the actions alongside the Locum Clerk. The Chair proposed and Councillor Cantwell seconded.

PE42.00 MATERNITY COVER ARRANGEMENTS

The Town Council's Democratic Officer will go on maternity leave in April. The committee discussed how this may be covered until her return. All agreed that this role was too important to share amongst staff.

The committee unanimously agreed that this maternity post should be advertised. The Locum Clerk to support this recruitment process. Councillor Burke and the Chair agreed to develop the job description for the post. The committee unanimously agreed.

PE43.00 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

Chair:

Dated: 18th July 2024

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**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on 5th March 2024 at 7pm**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor M Gleadow

Councillors: Cllrs M Burke, C Morgan, A Thompson, J Cantwell

In attendance:

Locum Clerk: L White

PE44.00 APOLOGIES FOR ABSENCE

No apologies for absence received.
Absent: Cllr Valla and Cllr Riddell

PE45.00 DECLARATIONS OF INTEREST

None

PE46.00 PUBLIC PARTICIPATION

None

PE47.00 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.

The meeting was closed at 7.01pm.

PE48.00 EMPLOYMENT MATTERS

PE48.01 Both the Chair and Locum Clerk provided members with a confidential update on matters relating to employees.

During discussion it was noted that the agreement made at the September 2023 meeting, to increase the Civic Officer's hours from 15 hours to 20 hours per week had not been minuted. It was ratified that these hours be increased and an addendum to the contract. All back pay to be paid.

PE48.02 A brief report was provided to confirm that the National Joint Council for Local Government Services had increased holiday allowance for council staff which had not been implemented by the council.

RESOLVED that holiday entitlement for all staff increase from 21 to 23 days holiday per annum as per the National Joint Council for Local Government Services guidance.

PE48.03 The Chair updated members on both holiday owed and Time off in Lieu (TOIL) accrued by some members of staff. A detailed review of all holiday entitlement and TOIL built up was considered by members.

RESOLVED that with the financial year coming to an end it was agreed that communication be sent to all staff:

- to update them on the increase in holiday allowance.

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- to note the high levels of TOIL but to apologise that due to staffing restrictions, councillors note the support has not been readily available meaning TOIL has not been managed. All TOIL to be used up within agreed timescales.
- timesheets to be implemented with immediate effect; and accrued holiday to be used up within certain timescales.

PE49.00 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.

Meeting reopened at 8.44pm

Meeting closed at 8.45pm

Chair:

Dated: 18th July 2024

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**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on Wednesday 29th May 2024 at 7pm**

Present:

Chair: Councillor J Kerr
Vice Chair: Councillor M Gleadow

Councillors: A Thompson, A Riddell, P Hussain

In attendance:

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

Election of Chair

Cllr Thompson nominated Cllr Kerr to remain as Chair of Personnel Committee. Seconded by Cllr Riddell and resolved by a unanimous vote.

RESOLVED: that Cllr Kerr remain as Chair of the Personnel Committee.

Election of Vice Chair

Cllr Kerr nominated Cllr Gleadow to remain as Vice Chair of Personnel Committee. Seconded by Cllr Thompson and resolved by a unanimous vote.

RESOLVED: that Cllr Gleadow remain as Chair of the Personnel Committee.

PE01.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Burke (HDC), Cllr Cantwell (work commitments), Cllr Valla (personal).

PE02.00 DECLARATIONS OF INTEREST

Cllr A Riddell noted a personal interest in item PE07.00.

PE03.00 PUBLIC PARTICIPATION

None.

PE04.00 MINUTES

Approval of the minutes were deferred to the next item due to the difference in attendance of Councillors between both meetings.

PE05.00 BUDGET

The Town Clerk noted as the Year End process it taking a little longer than anticipated, there are no reports available from the financial software for this year.

PR06.00 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.

Meeting closed at 7.11pm

PE07.00 PERSONNEL MATTERS

Members were in receipt of the confidential report from the Town Clerk on all personnel matters.

Having considered the confidential report received from the Town Clerk, resolutions were made as follows.

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It was proposed by Cllr Riddell, seconded by Cllr Thompson and resolved by a unanimous vote to pay the shortfall of salary, spanning over five years, in the sum of £1,695.55 to the Deputy Director. A formal letter of apology to be sent to the staff member for the error not being picked up sooner and to reiterate that they are a valued and respected member of staff.

RESOLVED: to pay the shortfall of £1,695.55 to the Deputy Director and to issue a formal letter of apology.

It was further proposed by Cllr Riddell, seconded by Cllr Thompson and resolved by a unanimous vote that the Town Clerk have delegated authority to pay up to £2,000 and update the leave of the Community Officer for the Norris Museum, once final investigations are completed for a further potential shortfall in salary payments. To be reported back to the next Personnel Committee meeting.

RESOLVED: to pay up to £2,000 for any shortfall in salary for the Community Officer (Norris Museum) and holiday up to one week.

Councillors asked that the Town Clerk check all staff for any further issues with pay, contracts, etc.

Councillors asked the Town Clerk to investigate the potential of an Apprentice, of 18 years and older to support the Grounds Maintenance Team.

Cllr Hussain left at 8.09pm

It was proposed by Cllr Kerr, seconded by Cllr Riddell and resolved by a unanimous vote that the back pay in line with the increase provided to staff following the SCP increases announced in November be paid to the former Finance Officer in the sum of £763.26.

RESOLVED: to pay £763.26 to the former Finance Officer.

PE08.00 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.

Meeting reopened at 8.52pm

Meeting closed at 8.53 pm.

Chair: _____

Dated: 18th July 2024

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EYE TEST GUIDANCE AND PROCEDURES (FOR VDU USERS)

ADOPTED: July 2024

Version Control

Version	Description of Change	Officer	Reviewing Committee	Frequency of Review	Version Approval Date	Next Review Date
1.	Creation	Town Clerk	Personnel	Annual		

1. Purpose

- 1.1 These procedures outline St Ives Town Council's (the Town Council) statutory obligations under the Health and Safety (Display Screen Equipment) Regulations 1992 (more commonly known as VDU Regulations), as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 which came into effect on 17th September 2002.
- 1.2 For the purposes of these procedures, reference will be made to DSE only which will encompass all aspects of VDU use.

2. Scope

- 2.1 These procedures apply to all employees within the Town Council. Under the Health and Safety at Work Act etc 1974¹, individual employees are responsible for ensuring that they undertake their duties in a safe manner without endangering themselves, other employees, students or others (e.g. contractors).

3. Access to Procedure

- 3.1 All employees are entitled to access to this procedure which is located on the shared network or available from the Town Clerk.

4. Definitions

4.1 DSE (Display Screen Equipment)

- 4.1.1 DSE is a display screen usually forming part of a computer and showing text, numbers or graphics. It includes laptop computers and tablets. Generally mobile DSE applications such as satellite navigation systems, mobile phones, etc. are not included.

4.2 Habitual DSE User

- 4.2.1. Employees will be classified as habitual users if:

- Use of DSE is continuous or near continuous for periods of an hour or more at a time;
- DSE is used in this way daily and is required for transfer of information to and from the DSE quickly;
- There will have to be a high level of concentration and attention to detail and/or the individual is highly dependent upon DSE or has little or no alternative means of completing the work or task.

4.3 Other Risks

- 4.3.1. The common health problems associated with DSE use are work related upper limb disorders (WRULD), exacerbation of existing eye and eyesight problems, headache, fatigue and stress.
- 4.3.2. The risk factors for health problems include, but are not limited to, poor workstation set up, poor fit of workstation with the users, poor posture, lack of

¹ [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

screen breaks, poor screen presentation, poor lighting, glare, irritating level of noise, poor ventilation including drafts and time pressures.

5. Procedure for Funding Eye Tests and 'VDU Use Only' Glasses

5.1 Requests

- 5.1.1 Habitual DSE users can claim financial support for their eyesight test and the provision of basic VDU glasses if VDU specific lenses are required.
- 5.1.2 A 'sight test' is defined as a test that includes a vision test and examination of the eye.
- 5.1.3 All requests for an eyesight voucher will be considered on a case by case basis assessed against the following criteria:
 - Use of DSE is continuous or near continuous for periods of an hour or more at a time;
 - DSE is used in this way daily and is required for transfer of information to and from the DSE quickly;
 - There will have to be a high level of concentration and attention to detail and/or the individual is highly dependent upon DSE or has little or no alternative means of completing the work or task.
- 5.1.4 It should be noted that a role may move between being a habitual users of DSE depending on other external factors.

5.2 Process

- 5.3.1 Employees will need to complete the form at the end of this procedure prior to booking their eye test. This form needs to be completed in full and submitted to the Town Clerk.
- 5.3.2 Upon receipt of the completed form, DSE users which meet the criteria detailed above, will be issued with a corporate eye-care voucher to take to the optician chosen by the Town Council. Currently the Town Council has chosen Specsavers as our corporate optician.
- 5.3.3 The form will normally be sent to the employee's work email address and a record of the claim will be kept in the individual's personnel file.

5.3 Claiming Voucher and Voucher Amount

- 5.3.1 Habitual DSE users can claim this voucher:
 - On commencement of their first role using DSE equipment;
 - Two yearly or if the optician decides that additional tests are required. This will only be agreed on an individual basis with the Town Clerk and Personnel Committee;
 - More frequently if they are experiencing visual problems which may be reasonably related to VDU use and the Town Clerk agrees that a further eye test is suitable.

- 5.3.2 The voucher will cover the cost of the eye and eyesight test and a pair of VDU only glasses, should the optician determine that they are required for VDU use only.
- 5.3.3 If VDU glasses are required, the voucher will entitle an employee to a pair of glasses from the basic range at the chosen optician. Through Specsavers this includes any frames in the £50.00 range. If the individual would like to upgrade these glasses, then the additional costs must be borne by the individual, not the Town Council.
- 5.3.4 If your current prescription glasses are suitable for DSE use, you will not be eligible for the contribution towards the cost.
- 5.3.5 Occasional DSE users, those employees who do not meet the criteria for habitual users, are not entitled to claim any financial support for their eye and eyesight test.

6. Using your Eyesight Voucher

- 6.1 It is the employee's responsibility to contact the optician (providing the corporate eye care voucher) to book an appointment explaining that they are in receipt of a corporate eye care voucher.
- 6.2 Employees should be aware that they need to use their voucher as soon as possible after issue to avoid passing the expiry date which will be stated on the voucher issued.
- 6.3 Should there be a problem using this voucher before that date, please notify the Town Clerk as soon as possible so that they can assist. Please note that if the voucher expires before you have been able to use it, you will need to re-apply for another voucher in line with these procedures.
- 6.4 Please note that no reimbursement can be given retrospectively.

7. Care of VDU Glasses

- 7.1 Where VDU only glasses have been prescribed and costs met by the Town Council via a corporate eye care voucher, it is the employee's responsibility to keep the glasses safe and to ensure that they are used at work as required. Employees are expected to take appropriate care for these glasses as it is not the Town Council's obligation to provide a spare or replacement pair of VDU only glasses.

8. Data Protection

- 8.1 Unless otherwise stated in this policy, the data gathered during this management process is processed in line with our data protection policy which has been circulated to all staff and is available on the shared network.

Habitual DSE User Eye Test Application Form

On receipt of a satisfactorily completed form, you will be sent a corporate eye care voucher to your work email address from the Town Clerk. This voucher entitles you to a VDU eye and eyesight test and, if applicable, VUD only glasses. Should you wish to upgrade these glasses the additional costs must be met by yourself.

You should contact the voucher provider to arrange for your VDU eye and eyesight test but please do not arrange your optician appointment before you have received your voucher as claims for optician fees cannot be made retrospectively. You must use the optician providing the corporate eye care voucher.

Name:	
Job Title:	
My role as a habitual DSE user involves:	
<ul style="list-style-type: none"> Using DSE equipment for continuous spells of an hour or more as a significant part of my normal work 	
<ul style="list-style-type: none"> Daily use of DSE 	
<ul style="list-style-type: none"> High attention and concentration 	
<ul style="list-style-type: none"> High dependency on DSE 	
<ul style="list-style-type: none"> Little or no choice to use the DSE 	

Reason for claim:

I have commenced in my first role at the Town Council as a habitual DSE User

My two-yearly eye and eyesight test.

Date of last claim if applicable

As a result of me experiencing visual problems which may be reasonably related to DSE use. Please note that these claims must be approved by the Town Clerk and Personnel Committee and may not necessarily be supported.

Signed: Dated:

For the completion by the Town Clerk:

I can confirm that this employee is a habitual user of DSE and complies with the following criteria:

- Use of DSE is continuous or near continuous for periods of an hour or more at a time;
- DSE is used in this way daily and is required for transfer of information to and from the DSE quickly;
- There will have to be a high level of concentration and attention to detail and/or the individual is highly dependent upon DSE or has little or no alternative means of completing the work or task.

Signed: Dated: