



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: 11 April 2019

Councillors A Ayers-Wilson, N Dibben, L Davies, A Dickinson, P Hussain, J Pallant, P Pope

You are hereby summoned to attend a **Meeting of the Personnel Committee of St Ives Town Council**, to be held on Wednesday, 17 April 2019 in the **Town Hall, St Ives** at **approximately 8.00 pm**.

Alison Benfield BA(Hons) FSLCC
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 is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.
- PE35.00 MINUTES**
To approve the Minutes of the Meeting of the Personnel Committee held on 16 January 2019 (copy herewith).
- PE36.00 PERFORMANCE FRAMEWORK**
To note that service element and task figures will be provided to the next meeting.
- PE37.00 BUDGET REPORT**
To receive Budget Report for the Committee (copy herewith).
- PE38.00 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 are excluded from the Meeting.

PE39.00 STAFFING MATTERS

PE39.01 Staff Handbook and Contract of Employment

To agree the content of the draft Handbook and Contract as provided by Ellis Whittam as part of their HR support contract (copies herewith).

PE39.02 Grounds Maintenance Staffing Matters

To note the appointment of a new seasonal Grounds Maintenance Operative and other Grounds Maintenance matters (copy herewith).

PE40.00 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 the Public are re-admitted to the meeting.



**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held at the Town Hall St Ives on Wednesday 16 January 2019**

Present:

Chairman: Councillor A Dickinson

Vice-Chairman: Councillor P Hussain

Councillors: A Ayers-Wilson, L Davies, N Dibben, J Pallant

Absent: P Pope

In attendance:

Town Clerk: A Benfield

PE22.00 APOLOGIES FOR ABSENCE

No apologies for absence were received.

PE23.00 DECLARATIONS OF INTEREST

No declarations were made.

PE24.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PE25.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Personnel Committee held on 3 October 2018 were agreed as a correct record and signed by the Chairman.

PE26.00 PERFORMANCE FRAMEWORK

Members were in receipt of service element and task figures for the current financial year.

RESOLVED: that the Performance Framework report be received.

PE27.00 BUDGET REPORT

Members were in receipt of budget report for the Committee.

RESOLVED: that the Budget Report be received and noted.

PE28.00 2018-2019 ANNUAL SALARY AWARD

Members received information on new pay scales for 2019-2020.

RESOLVED: that the information be received and noted.

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.

Chairman's
Initials

PE30.00 STAFFING MATTERS**PE30.01 GM Team Staffing Levels**

The Town Clerk apprised Members of the current situation with the Grounds Maintenance Supervisor and indicated that he was not expected to return to work until the end of February.

Consideration was given to a report on staffing levels and job descriptions of the Grounds Maintenance Team. A detailed discussion took place on job descriptions with comment made that in addition to the Job Descriptions a document detailing the service level requirements was also needed as it was unclear how long each task took or how often it was completed. The Town Clerk informed Members that the Grounds Maintenance Specification, compiled by the GM Supervisor, included most of this information.

Discussion took place on the suggestion that evidence should be collected to prove when work was completed in order to support the team. Some minor amendments to the Job Descriptions was requested.

Members agreed that additional flexibility was required going forward with newly appointed GM staff being expected to work Saturdays as a matter of routine. The request for reduction in hours was approved and it was agreed that the Town Clerk begin the recruitment process for a full time seasonal operative for April to October.

RESOLVED: PE30.01.01 that the report be received and noted.

PE30.01.02 that a seasonal worker be appointed to work full time hours from April to September to support the GM Team but that a requirement is added to include weekend and out of hours working as necessary.

PE30.01.03 that the funding for additional hours is covered from s106 landscape maintenance contribution

PE30.01.04 that the updated GM Team Job Descriptions are adopted

PE30.01.05 that the request from the GM Operative to reduce hours to 3 days per week from 1 April on a permanent basis is agreed.

PE30.02 Appraisals

It was noted that all staff appraisals have been completed with no matters to report.

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:

Date: 17 April 2019

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Chairman's
Initials

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Annual Budget - By Committee

| | | <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 | 406 | 500 | 477 | 477 | 0 | 500 | 0 | 0 |
| 5063 | Training/Conferences | 6,000 | 3,198 | 6,000 | 5,988 | 5,987 | 300 | 3,000 | 0 | 0 |
| 5301 | Salaries | 243,000 | 262,028 | 263,500 | 270,625 | 270,625 | 0 | 305,137 | 0 | 0 |
| 5303 | LGPS Pension | 66,000 | 62,610 | 73,900 | 86,536 | 86,536 | 0 | 94,061 | 0 | 0 |
| 5304 | Inland Revenue PAYE Ees NICs | 21,000 | 21,803 | 23,000 | 21,989 | 21,989 | 0 | 26,840 | 0 | 0 |
| 5307 | Staff Contingencies | 20,000 | 5,244 | 20,000 | 20,000 | 20,000 | 0 | 45,000 | 0 | 0 |
| | Overhead Expenditure | <u>356,500</u> | <u>355,289</u> | <u>386,900</u> | <u>405,615</u> | <u>405,614</u> | <u>300</u> | <u>474,538</u> | <u>0</u> | <u>0</u> |
| | Movement to/(from) Gen Reserve | <u>(356,500)</u> | <u>(355,289)</u> | <u>(386,900)</u> | <u>(405,615)</u> | <u>(405,614)</u> | | <u>(474,538)</u> | | |
| | Personnel - Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 356,500 | 355,289 | 386,900 | 405,615 | 405,614 | 300 | 474,538 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(356,500)</u> | <u>(355,289)</u> | <u>(386,900)</u> | <u>(405,615)</u> | <u>(405,614)</u> | | <u>(474,538)</u> | | |
| | Total Budget Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 356,500 | 355,289 | 386,900 | 405,615 | 405,614 | 300 | 474,538 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(356,500)</u> | <u>(355,289)</u> | <u>(386,900)</u> | <u>(405,615)</u> | <u>(405,614)</u> | | <u>(474,538)</u> | | |

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