



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
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Issued: 11 July 2019

Councillors B Luter, N Dibben, A Dickinson, T Drye, P Hussain, 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 July 2019 in the **Town Hall St Ives at 8.00 pm.**

Alison Benfield BA(Hons) FSLCC
Town Clerk

AGENDA

The Meeting will be opened by the Town Mayor

PE01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20
To appoint Chairman for the ensuing municipal year 2019/20.

PE02.00 APOLOGIES FOR ABSENCE
To receive and note apologies for absence.

PE03.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20
To appoint Vice Chairman for the ensuing municipal year 2019/20.

PE04.00 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.

PE05.00 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.

PE06.00 MINUTES
To approve the Minutes of the Meeting of the Personnel Committee held on 17 April 2019 (copy herewith).

PE07.00 PERFORMANCE FRAMEWORK

PE07.01 To receive service element and task figures for the last quarter [2018/19] (to follow)

PE07.02 To receive service element and task figures for the first quarter [2019/20] (to follow)

PE08.00 BUDGET REPORT

To receive Budget Report for the Committee (copy herewith).



**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held at the Town Hall St Ives, on Wednesday 17 April 2019**

Present:

Chairman: Councillor A Dickinson
Vice-Chairman: Councillor P Hussain
Councillors: L Davies, N Dibben, J Pallant

Absent: Councillor P Pope

In attendance:

Town Clerk: A Benfield

PE32.00 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor A Ayers-Wilson (ill health).

PE33.00 DECLARATIONS OF INTEREST

No declarations were made.

PE34.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PE35.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Personnel Committee held on 16 January 2019 are agreed as a correct record and signed by the Chairman.

PE36.00 PERFORMANCE FRAMEWORK

It was noted that service element and task figures would be provided to the next Meeting.

PE37.00 BUDGET REPORT

Members were in receipt of Budget Report for the Committee.

RESOLVED: that the Budget Report be received.

PE38.00 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.

PE39.00 STAFFING MATTERS

PE39.01 Staff Handbook and Contract of Employment

Members were in receipt of draft Staff Handbook and Contract of Employment as provided by Ellis Whittam as part of their HR support contract.

A query was raised about the implementation of the drug and alcohol policy and the Town Clerk agreed to seek advice on this.

Chairman's
Initials

RESOLVED: PE39.01.01 that the information be received and noted.

PE39.01.02 that the Staff Handbook and Contract of Employment be adopted and issued with guidance from Ellis Whittam

PE39.02 Grounds Maintenance Operative

Members were in receipt of report on staffing matters relating to the GM Team. The Clerk provided an update on the current staffing situation and reported that the GM Supervisor was now back at work following his accident but was on reduced duties.

RESOLVED: PE39.02.01 that the report be received and the content noted.

PE39.02.02 that the Town Clerk's decision to pay the Team Member outstanding holiday pay is ratified

PE39.02.03 that the appointment of the new seasonal GM Operative is noted.

PE40.00 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 July 2019

Chairman's
Initials

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	477	500	0	0	0	0	0	0
5063	Training/Conferences	6,000	5,988	3,000	474	3,000	300	0	0	0
5301	Salaries	263,500	270,625	305,137	93,911	305,137	0	0	0	0
5303	LGPS Pension	73,900	86,536	94,061	30,273	94,061	0	0	0	0
5304	Inland Revenue PAYE Ees NICs	23,000	21,989	26,840	10,133	26,840	0	0	0	0
5307	Staff Contingencies	20,000	20,000	45,000	0	45,000	0	0	0	0
	Overhead Expenditure	386,900	405,615	474,538	134,792	474,038	300	0	0	0
	Movement to/(from) Gen Reserve	(386,900)	(405,615)	(474,538)	(134,792)	(474,038)		0		
	Personnel - Income	0	0	0	0	0	0	0	0	0
	Expenditure	386,900	405,615	474,538	134,792	474,038	300	0	0	0
	Movement to/(from) Gen Reserve	(386,900)	(405,615)	(474,538)	(134,792)	(474,038)		0		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	386,900	405,615	474,538	134,792	474,038	300	0	0	0
	Movement to/(from) Gen Reserve	(386,900)	(405,615)	(474,538)	(134,792)	(474,038)		0		

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