

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council  
held via Zoom on Wednesday 20 January 2021**

**Present:**

Chairman: Councillor A Dickinson

Vice-Chairman: Councillor P Hussain

Councillors: N Dibben, P Pope

**In attendance:**

Councillors: M King, C Smith, J Tiddy

Town Clerk: A Benfield

**PE18.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors D Rowe and T Drye (both Personal).

**PE19.00 DECLARATIONS OF INTEREST**

No declarations were made.

**PE20.00 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**PE21.00 MINUTES**

**RESOLVED:** that the Minutes of the Meeting held 21 October 2020 be agreed as a correct record and signed by the Chairman at a future date.

**PE22.00 BUDGET REPORT**

**RESOLVED:** that the budget report be received and noted.

**PE23.00 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.

**PE24.00 STAFFING MATTERS**

**PE24.01 Resignation**

Members received notice of resignation from the Museum Director and gave consideration to the recruitment procedure.

Councillor Dibben provided a verbal report on the discussions which had taken place at the meeting of the Norris Trust which had taken place prior to this meeting.

It was noted that the Deputy Director had agreed to work full-time in the short term whilst the recruitment process took place. Members agreed that by doing so her pay scale would be increased to SP27 for the time she was covering the post.

It was considered also that recruiting for a part-time Director was appropriate and that having the Deputy in post would assist with the recruitment. A review would be held after 6 months.

Chairman's  
Initials

The minor alterations in job descriptions between the Director and Deputy Director post were noted . The Director’s contract would be amended to state that a 3-month period of notice would be required.

- RESOLVED:**    **PE24.01.01**    that the report is received and noted.
- PE24.01.02**    that an advertisement is placed in relevant museum publications for the appointment of a part-time Museum Director on SP27-33, starting as soon as practicable.
- PE24.01.03**    that the Deputy Director post be paid at SP27 for the period that the Director post was covered.
- PE24.01.04**    that the Director post be reviewed six months after appointment.
- PE24.01.05**    that the contract for the part-time Director be amended to state that a 3-month period of notice would be required.

**PE24.02            Covid Staff Report**

The Town Clerk provided Members with an update on staffing team and current working arrangements during lockdown.

- RESOLVED:**    that the report be received and noted.

**PE24.03            Town Clerk’s Job Evaluation**

Members received a report of a meeting of the Job Evaluation Working Group held on 3 November to discuss the Town Clerk’s Job Evaluation.

- RESOLVED:**    **PE24.03.01**    that the meeting report be received and noted.
- PE24.03.02**    that the Town Clerk’s SLCC Profile should be Level 3 Upper.
- PE24.03.03**    that no changes to the Job Description were required.

**PE24.04            Grounds Maintenance Team**

Consideration was given to a report on the return of the Grounds Maintenance Supervisor and that a team member had undertaken additional duties during his absence.

- RESOLVED:**    **PE24.04.01**    that the report is received and noted.
- PE24.04.02**    that the Committee confirm a one-off payment to the GM operative who has covered for the GM Supervisor for the last six months.

**PE25.00            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.