

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council  
held in the Corn Exchange on Wednesday 21 July 2021**

**Present:**

**Town Mayor:** Councillor P Hussain [*in the Chair for Items PE01.00 and PE02.00*]

**Councillors:** J Kerr, N Dibben, A Dickinson, J Pallant, J Parkin [from Item PE08.00]

**In attendance:**

Councillors: J Tiddy, P Pope

Deputy Clerk: C Allison

Democratic Officer: S Rawlinson

***The Meeting was opened by the Town Mayor.***

**PE01.00 APOLOGIES FOR ABSENCE**

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

**PE02.00 APPOINTMENT OF CHAIRMAN**

**RESOLVED:** that Councillor A Dickinson serve as Chairman for the ensuing municipal year.

***[Councillor A Dickinson in the Chair]***

**PE03.00 APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED:** that Councillor J Pallant serve as Vice Chairman for the ensuing municipal year.

**PE04.00 DECLARATIONS OF INTEREST**

No declarations were made.

**PE05.00 PUBLIC PARTICIPATION**

None of the persons in attendance wished to address the Committee.

**PE06.00 MINUTES**

**RESOLVED:** that the Minutes of the Meeting held 20 January 2021 be agreed as a correct record and signed by the Chairman.

**PE07.00 BUDGET REPORT**

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

***[Councillor J Parkin joined the Meeting]***

**PE08.00 TOWN HALL OPENING DAYS**

A discussion was held on extending the current three day opening back to five days.

The Deputy Clerk advised Members that as the three day decision had been made at full Council any Proposal to change the opening hours would need to go through that body. A review was scheduled for October.

Members were keen to see the Town Hall opened for five days, particularly as the office was staffed five days a week at present. They were generally supportive of the current hybrid

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system of working partly from home and from the office as it had appeared to work successfully but considered the extra days of opening would better serve the community.

The Deputy Clerk had compiled some statistics on visitor numbers to the Town Hall which were gradually increasing following release of lockdown.

**RESOLVED: PE08.01** that a Recommendation be made to October Council that the Town Hall be open to the public from Monday to Friday inclusive.

**PE08.02** that the Deputy Clerk provide statistics on visitor numbers to October Council where the above Recommendation would be considered.

**PE09.00 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.

**PE10.00 STAFFING MATTERS**

**PE10.01 Appointment of HR Consultants**

The Council's contract with Ellis Whittam had been due to expire on 20 July. In order to preserve the provision of valuable human resource and health and safety advice it had been agreed by the Chairman and Vice Chairman, in conjunction with the Deputy Clerk, that this contract be renewed.

**RESOLVED: PE10.01.01** that the report is received and noted

**PE10.01.02** that the action of the Chairman, Vice Chairman and Deputy Clerk in renewing this contract be ratified

**PE10.01.03** that Ellis Whittam be appointed as the service provider for the combined HR and Health & Safety package for a further three-year period at an annual charge of £3,205. Employment Claims insurance would be payable at £11.10 and Health & Safety prosecution insurance at £4.44 per employee per annum

**PE10.02 Appointment of Administrative Assistant**

The Deputy Clerk reported that, in the absence of the Town Clerk, staff members had all taken on additional duties and it was recognised that urgent assistance with general administration was needed to maintain service levels.

It had been decided by the Chairman and Vice Chairman, in conjunction with the Deputy Clerk, that an Administrative Assistant should be employed to cover these duties.

**RESOLVED: PE10.02.01** that the report is received and noted.

**PE10.02.02** that the action of the Chairman, Vice Chairman and Deputy Clerk in making this appointment be ratified

**PE10.02.03** that a new post of Administrative Assistant be created for a fixed term of six months for 32.5 hours per week, graded within the range SCP 1-3 (£17,842 - £18,562) in line with the salaries of the Norris Museum Attendants.

**PE10.02.04** that the former Administrative Apprentice be appointed to the role on an appropriate salary point within the range.

**PE10.02.05** that discussions be held between the Town Mayor and the Chairman and Vice Chairman of Personnel to discuss the way forward

**PE10.03 Appointment of Farmers' Market Operative**

Following the resignation of one of the Farmers' Market operatives, there was an urgent need to appoint a replacement.

It had been decided by the Chairman and Vice Chairman that a new staff member be appointed to this post.

**RESOLVED:** **PE10.03.01** that the report is received and noted

**PE10.03.02** that the action of the Chairman, Vice Chairman and Deputy in making this appointment be ratified

**PE10.03.03** that a new Farmers' Market operative be appointed at the agreed rate of payment per market

**PE10.03.04** that the appointment be approved with effect from 6 June 2021

**PE10.04 St Ives Cares II**

A successful bid had been made to the County Council Innovate and Cultivate Fund to enable St Ives to continue the work of the community hub.

It was necessary to appoint a Project Co-ordinator to deliver the project.

**RESOLVED:** **PE10.04.01** that the report is received and noted

**PE10.04.02** that having accepted the grant of £49,752 over a two year period to deliver the St Ives Cares II Project, a Co-ordinator be recruited

**PE10.04.03** that the appointment be made on a two-year fixed term contract of 22.5 hours per week

**PE10.04.04** that the appointment be undertaken in conjunction with the Strategic Planning Group (to include a representative from the Personnel Committee)

**PE10.05 Town Clerk's absence**

Members received a report from the Deputy Clerk and an email from the Town Clerk apprising them of the current situation.

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Members discussed the appointment of a temporary Locum Clerk to cover the period of absence and the setting of an appropriate salary for the post.

- RESOLVED:**
- PE10.05.01** that the report and email are received and noted
  - PE10.05.02** that a temporary Locum Clerk be recruited at a maximum salary level equivalent to the Town Clerk's salary for a period of six months
  - PE10.05.03** that, on the advice of HR Consultants, Medigold Health be engaged at a cost of £375 to conduct an occupational health assessment for the Town Clerk
  - PE10.05.04** that a recruitment panel be formed to comprise the Chair and Vice Chair of Personnel together with the Deputy Clerk for the appointment of a Locum Clerk
  - PE10.05.05** that a discussion be held on the holding of Personnel Meetings more frequently than quarterly. Amendment to the schedule of meetings could be formalised at the Extraordinary Meeting to be convened to confirm the appointment of a temporary Locum Clerk.

**PE11.00 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:

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