

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on Wednesday 19 January 2022**

Present:

Chairman: Councillor A Dickinson

Vice Chairman: Councillor J Pallant

Councillors: N Dibben, J Parkin, J Kerr

In attendance:

Locum Clerk: N Sewell

Amenities Manager: C Allison

PE24.00 APOLOGIES FOR ABSENCE
No apologies were received.

PE25.00 DECLARATIONS OF INTEREST
None.

PE26.00 PUBLIC PARTICIPATION
None.

PE27.00 MINUTES
The Minutes of the Meeting held on 15 December 2021 were agreed as a correct record and signed by the Chairman.

PE28.00 BUDGET REPORT
The budget report was 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.

PE30.00 STAFFING MATTERS

PE30.01 Reduction of Hours

RESOLVED: that the request for a reduction in hours be approved.

PE30.02 Appointment of Administrative Assistant

RESOLVED: PE30.02.01 that the appointment be progressed

PE30.02.02 that changes be made to the Person Specification for the post:

- That evidence of commitment to professional development be categorised 'desirable'

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- That experience of Office software and use of social media be included under Information Technology skills

PE30.03 Report on Staffing

The continuing absence of the Town Clerk was discussed.

Members noted that an appointment had been made for the St Ives Cares II Project Co-ordinator who would take up duties on 1 March 2022.

A query regarding Maternity Leave was to be discussed with the Council's HR advisors.

The Locum Clerk informed Members that 121 discussions with staff were being undertaken regularly.

Resilience training for staff was considered to be beneficial and this was to be looked into further.

A discussion was held on methods of communication and the effect the past three years and lockdown had had on officers' morale.

The process for undertaking a review of Job Descriptions would be discussed at the next meeting.

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:

Dated: 20 April 2022

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