

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on Wednesday 27 April 2022**

Present:

Chairman: Councillor A Dickinson

Vice Chairman: Councillor J Pallant

Councillors: N Dibben, J Kerr

In attendance:

Locum Clerk: P Truppin

Deputy Clerk: C Allison

Councillor: J Tiddy

Democratic Officer: S Rawlinson

PE32.00 APOLOGIES FOR ABSENCE
No apologies were received.

PE33.00 DECLARATIONS OF INTEREST
None.

PE34.00 PUBLIC PARTICIPATION
None.

PE35.00 MINUTES
The Minutes of the Meeting held on 19 January 2022 were agreed as a correct record and signed by the Chairman.

PE36.00 BUDGET REPORT
The budget report was received and noted.

PE37.00 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.

PE38.00 STAFFING MATTERS

PE38.01 Locum Clerk/Deputy Town Clerk
Consideration was given to the extension of the Locum Clerk's and Deputy Clerk's service.

RESOLVED: PE38.01.01 that the report is received and noted

PE38.01.02 that Members extend the appointment of the Locum Clerk for a further three month period by means of an extension to the St Ives Town Council fixed term contract.

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PE38.01.03 that the appointment be on a rolling contract basis with a one month notice period.

PE38.01.04 that the Deputy Town Clerk be granted flexible retirement employment from 1 April 2022 in order to complete several outstanding tasks and to assist the new Amenities Manager. The salary for the post to remain as existing.

PE38.02 Grounds Maintenance Team

Consideration was given to a report detailing a request for a reduction of hours from one GM operative and the recruitment of a full time grounds maintenance operative.

PE38.02.01 that the report and recommendation from the Amenities Committee meeting held on 23 March are received and noted

PE38.02.02 that the Committee confirm reduction of hours for the part-time grounds maintenance operative from 24.75 to 16.5 hours per week.

PE38.02.03 that a full time GM operative be engaged.

PE38.03 Maternity Benefits

Members were in receipt of report requesting that a member of the Norris Museum staff receive full maternity benefit as her appointment was delayed due to the Covid lockdown and she could not, therefore, fulfil the qualifying period of employment for maternity benefits.

RESOLVED: PE38.03.01 that the report is received and noted

PE38.03.02 that the Committee agree to allow full maternity benefit be paid to the employee.

PE38.04 Additional duties

Consideration was given to a request for ex gratia payments from three members of staff.

RESOLVED: PE38.04.01 that the report is received and noted

PE38.04.02 that three additional days of leave be awarded to four members of staff in the current leave year

PE38.04.03 that a review of office staff job descriptions and paycales be undertaken in the light of changes to the roles of staff members

PE39.00 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 July 2022

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