

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on 10 August 2022**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor P Hussain

Councillors: M Setchell, M Gleadow, B Luter, L Valla, M Burke

In attendance:

Locum Clerk: Mrs D Bayliss
Democratic Officer: S Rawlinson

PE11.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor A Thompson (Personal reasons).

PE12.00 DECLARATIONS OF INTEREST

None.

PE13.00 PUBLIC PARTICIPATION

None.

PE14.00 MINUTES

The Minutes of the Meeting held on 13 June 2022 were agreed as a correct record and signed by the Chairman.

PE15.00 BUDGET REPORT

The budget report was received and noted.

It was requested that salaries for the Norris Museum staff which were currently included in the figure for Town Hall salaries be put on a separate budget heading.

PE16.00 JOB DESCRIPTIONS

The Chairman informed members that some job descriptions were to be re-written to ensure an overlap in staff duties and provision of adequate cover.

RESOLVED: that a Working Group, comprising all members of the Personnel Committee progress this matter.

PE17.00 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.

PE18.00 STAFFING MATTERS

Consideration was given to the following:

PE18.01 Town Clerk

Members were in receipt of report on the Town Clerk.

RESOLVED: PE18.01.01 that the report is received and noted

Chairman's
Initials

PE18.01.02 that all of the recommendations in the report be agreed and sent as a Recommendation to Full Council for adoption. The date of termination of employment to be 14 September 2022 if approved by Council on that date.

PE18.01.03 that the Finance Officer be asked to provide a breakdown of all costs in this matter, including the cost of appointment of Locum Clerks.

PE18.01.04 that a recruitment panel, comprising all Members of the Personnel Committee be formed.

PE18.02 Amenities Manager/Locum Clerk

Although official discussions had not yet taken place, agreement had been received from the Amenities Manager that he would temporarily cover the Locum Clerk position.

The Locum Clerk confirmed that the Power of General Competence continued until after the next elections, even if a Clerk was unqualified.

A letter from the previous Locum Clerk was received and noted. The Chairman agreed to respond.

RESOLVED: PE18.02.01 that the Amenities Manager temporarily take on the role of Locum Clerk

PE18.02.02 that the additional duties be recognised by a change in salary, effective from 15 August 2022.

PE18.03 CILCA Training

Requests for CILCA training from the Amenities Manager and the Administration Officer had been received.

RESOLVED: PE18.03.01 that CILCA training for both staff members be approved at a cost of £800.

PE18.03.02 that training sessions be held during working hours.

PE18.03.03 that a 'retention after training' clause be placed in the staff members' contracts.

PE18.04 Cemeteries Training

The Cemeteries Officer required further training in order to keep apprised of changes in burial legislation.

RESOLVED: PE18.04.01 that approval to the training be given at a cost of £136.

PE18.04.02 that the Administration Officer be offered the opportunity to do the training also if she so wished.

PE19.00 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.