

**Minutes of the Meeting of the Emergency Personnel Committee of St Ives Town Council  
held in the Town Hall on 24 July 2023**

**Present:**

Chairman: Councillor J Kerr

Councillors: M Gleadow, P Hussain, J Cantwell, A Thompson

**In attendance:**

Town Mayor: P Pope

Locum Clerk L White

The Town Mayor opened the meeting.

**PE01.00 APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor P Hussain for Councillor J Kerr to serve as Chairman, which was seconded by Councillor A Thompson. The vote was unanimous.

**RESOLVED:** that Councillor J Kerr be appointed Chairman for the municipal year 2023/24.

**PE02.00 APPOINTMENT OF VICE CHAIRMAN**

It was proposed by Councillor J Kerr for Councillor M Gleadow to serve as Vice-Chairman, which was seconded by Councillor J Cantwell. The vote was unanimous.

**RESOLVED:** that Councillor M Gleadow be appointed Vice-Chairman for the municipal year 2023/24.

**PE03.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C Morgan and L Valla (personal).

**PE04.00 DECLARATIONS OF INTEREST**

None.

**PE05.00 PUBLIC PARTICIPATION**

None.

**PE06.00 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.

**PE07.00 STAFF MATTERS**

**PE07.01 Next Steps**

Consideration of receipt of a grievance from a member of staff concerning another member of staff was made.

Chairman's  
Initials

**RESOLVED:** that Councillors J Kerr and M Gleadow will carry out the initial investigation and then speak directly to the member of staff who the grievance has been raised against. The vote was unanimous.

**RESOLVED:** that should there be a need to consider additional investigations due to appeal, etc. that Councillors A Thompson and J Cantwell will carry out the subsequent investigations. The vote was unanimous.

**PE07.02****Clerk Probationary Period**

During confidential discussions councillors stated that the town council is not providing the support it should do to its staff. Members noted that the Clerk has been left without any commitment from the Council as their probationary period comes to a close. In addition, when seeking advice on other matters, councillors have been made aware that there is no one councillor acting as line manager for the Town Clerk but should be a number of councillors, specifically in this instance, from the Personnel Committee.

**RESOLVED:** that recommendation is made to the Town Council to provide an addendum to the Clerk's contract to show the change in line management following advice received, by way of a letter to the Town Clerk. The vote was unanimous.

**RESOLVED:** that recommendation should be made to Town Council that policy should be updated to show that for recruitment of any future Town Clerk, that the Chair, Vice-Chair and one other councillor will meet with the Town Clerk to discuss their probationary period prior to recommendation to Full Council for completion or extension. The vote was unanimous.

**RESOLVED:** that in the current situation the additional councillor will be Councillor J Cantwell. The vote was unanimous.

**PE07.03****Performance Review of the Town Clerk**

During confidential discussion it was noted by councillors that the town council was failing in its support of the Clerk in that there is no current procedure in place to ensure that there is an effective performance review of the Clerk.

**RESOLVED:** that advice be sought from Worknest to the best process to be undertaken for the performance review. The vote was unanimous.

**RESOLVED:** to draft up a policy for performance reviews to be taken to the Full Council meeting in September for adoption. The vote was unanimous.

**RESOLVED:** that recommendation be made to Full Council that two or three members of the Personnel Committee be responsible for performance reviews for the Clerk and that councillors and the Clerk receive training on how to carry out performance reviews. The vote was unanimous.

**PE07.04**

**Other Personnel Matters**

During confidential discussion members highlighted that there are several policies missing from the council's suite of policies.

**RESOLVED:** that Worknest be asked to confirm what are the essential policies the council should have in place. Seek confirmation on other important policies that would be helpful and to create a timetable for policies to be updated. The vote was unanimous.

**PE08.00**

**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.

The meeting concluded at 8:10 pm.

Chairman:

Dated: 18 October 2023

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