

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council  
held in the Town Hall on 18 October 2023**

**Present:**

Chairman: Councillor J Kerr  
Vice Chairman: Councillor M Gleadow

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

**In attendance:**

Democratic Officer: A Childs

**PE16.00 APOLOGIES FOR ABSENCE**

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

**PE17.00 DECLARATIONS OF INTEREST**

None.

**PE18.00 PUBLIC PARTICIPATION**

None.

Councillor M Burke queried if members are permitted to read comments from local residents who are unable to be present. The Chairman advised it is best practice to circulate the comments prior to the meeting so it can be shared with members beforehand and made aware in advance.

**PE19.00 MINUTES**

It was noted that in the agenda there was a typing error which referred to Planning Minutes; this should have correctly read Personnel Minutes.

**RESOLVED:** the Minutes of the Meeting held on 18 January 2023, and the Minutes of the Emergency Meetings held on 3 February 2023, 27 March 2023, 3 May 2023, 24 July 2023 and 5 September 2023 were agreed as a correct record and signed by the Chairman.

**PE20.00 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.

**PE21.00 TOWN CLERK LINE MANAGEMENT**

Councillor M Gleadow presented the report regarding the management of the Town Clerk and the committee consider the proposed recommendations.

The draft policy was agreed with the following amendments to the policy:

- identify the Nalc procedure relevant to the policy
- include the Nolan principles within the document.

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- Add to the policy additional information in relation to sickness absence. If the clerk is reporting sickness absence, they need to phone the Chair of Personnel or Deputy Chair of Personnel. If neither can be contacted an email is to be sent to both explaining the reason for absence. Additionally, if there are any priority duties the clerk will email the relevant staff to delegate those duties.

Councillor P Hussain proposed that the policy be adopted with the agreed amendments (brought to full council to be adopted if this was outside the remit of the personnel committee). Councillor M Burke seconded and the vote was unanimous.

The concern was raised by Councillor J Kerr if the Clerk remained on sick leave that too much pressure would be placed on the current staff. It was proposed that if the Clerk's sick leave was extended a Locum Clerk be employed for the continuity of the running of the council. Councillor M Burke proposed, Councillor A Thompson seconded vote was unanimous. It was agreed Councillor J Kerr would discuss this with Councillor P Pope.

**PE22.00****STAFF PERFORMANCE REVIEW ARRANGEMENTS**

Councillor M Gleadow presented a report regarding performance reviews.

The draft policy was agreed with the following amendments to the policy:

- include the Nolan principles within the document.

Councillor J Kerr proposed that the policy be adopted with the agreed amendment (brought to Full Council to be adopted if this was outside the remit of the personnel committee). Councillor M Burke seconded and the vote was unanimous.

**PE23.00****POLICIES AND PROCEDURES**

It was agreed that Councillor A Thompson would provide a draft sickness absence policy and procedure to be discussed at the next Personnel Committee meeting,

It was agreed that Councillor J Kerr and Councillor M Burke would look at the business continuity process for the council and provide a draft update to be discussed at the next Personnel Committee meeting.

It was discussed as part of business continuity that Councillors needed to have access to the staff calendar so they could see who was in the office when/ on leave /working from home.

Other procedure to be considered included answering phones- monitoring calls taken and missed.

**PE24.00****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: 17 January 2024

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