

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on 17 January 2024**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor M Gleadow

Councillors: Councillor L Valla, Councillor M Burke, Councillor J Cantwell

PE31.00 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor A Thompson and Councillor A Riddell.

PE32.00 DECLARATIONS OF INTEREST

None

PE33.00 PUBLIC PARTICIPATION

A member of the public raised a concern around PE39.03 that the committee had made decisions and conducted council functions at an informal meeting without giving public notice. The member of the public stated that the committee cannot make decisions in private and then ratify these decisions later in public, which would be in contravention of the Public Bodies Act 1960 Section 1, sub-section 1 and the Local Government Act 1972 Schedule 12 and The Council's Standing Orders. The member of the public stated that he therefore found any decisions made during the meeting on Saturday 6th January to be unlawful.

The Chair acknowledged that the agenda had been written incorrectly and assured the member of the public that today's meeting would be just confirming the pay scale for the new role. The Chair acknowledged that the word 'ratify' in this instance was incorrect and apologised.

PE34.00 MINUTES

The Minutes of the Meeting held on 18 October 2023 and the Minutes of the Emergency Meeting held on 11 December 2023 agreed as a correct record and signed by the Chair.

It was noted that there were some actions that will need to continue. It was acknowledged that these are yet to be resolved as urgent priorities had taken precedence. It was agreed that a rolling programme of actions could support the committee, so that unresolved actions are revisited.

PE35.00 BUDGET REPORT

One councillor asked if the budget received was created after the Locum Clerk had managed to update the figures. The Chair confirmed this but noted that the Locum Clerk was still updating, as there were still some inaccuracies. The committee agreed that the budget was difficult to comment on as the figures are yet to be an accurate representation of the current status. The Chair reported that a representative of the software provider would be providing further support during the month to move incorrectly posted costs. The committee made the decision to note that the budget had been received at this stage, rather than accepting them.

PE36.00 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.

PE37.00 ST IVES CARES COORDINATOR

A confidential report was received by Councillors and discussed.

Chairman's
Initials

RESOLVED: to recommend the Council employ the St Ives Care Co-ordinator for a fixed term one year contract, 22.5 hours per week at NJC pay scale point 19. The Chair proposed this and was seconded by Cllr M Burke. Committee members voted unanimously in agreement.

PE38.00 ST IVES CARES BUDGET

A confidential report was received about over payment of the St Ives Cares budget.

RESOLVED: that the short fall is to be paid from the town hall budget. This was proposed by the Chair and seconded by Cllr M Burke. Committee members voted unanimously in agreement.

PE39.00 RECRUITMENT OF THE TOWN CLERK

39.01 The Chair reported that the advert for the new permanent Town Clerk post was released on 15th January 2024 and the decision was taken to advertise as soon as possible because the Council needed a Clerk.

39.02 The Chair will not be on the panel. The Chair suggested Councillor Pope, Councillor Gleadow and Councillor Cantwell. Councillor Gleadow and Councillor Cantwell agreed to become part of the recruitment panel. It was arranged for interviews to be held during the week of the 5th February. The proposed panel also agreed to attend a shortlisting meeting. The Chair thanked Councillor Gleadow and Councillor Valla for supporting the Chair in the creation of the job description and personal specification. The committee unanimously agreed to proceed. The committee agreed that the interview process should be a thorough vetting of each candidate and to contain tasks as well as interview questions.

39.03 It was unanimously agreed that the recommended pay scale around spinal point 48-52 as set out in the advertisement was reflective and in relation to the size of the town and the responsibilities of the role. The Chair confirmed that it will be a full-time post.

PE40.00 LINE MANAGEMENT ARRANGEMENTS

Line management arrangements – The Chair asked the committee to consider the current line management system in the absence of a locum/permanent Clerk. The Chair proposed that, as the Personnel Committee would usually line-manage the Clerk, the committee should act as a point of contact for the town hall staff in the absence of a Clerk. The Chair reported that the Locum Clerk is able to support to a degree, but she is currently only working a few hours a week to support the council. One Councillor proposed that the Chair be the named first point of contact to streamline the support for staff. This proposal was unanimous.

PE41.00 STAFF PAYROLL

A report was received from Locum Clerk. The Chair proposed that the committee accept the recommendations as stated in the report and implement the actions alongside the Locum Clerk. The Chair proposed and Councillor Cantwell seconded.

PE42.00 MATERNITY COVER ARRANGEMENTS

The Town Council's Democratic Officer will go on maternity leave in April. The committee discussed how this may be covered until her return. All agreed that this role was too important to share amongst staff. The committee unanimously agreed that this maternity post should be advertised. The Locum Clerk to support this recruitment process. Councillor Burke and the Chair agreed to develop the job description for the post. The committee unanimously agreed.

PE43.00 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's
Initials

Chairman:

Dated: 17 April 2024

DRAFT

Chairman's
Initials