

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on 5th March 2024 at 7pm**

Present:

Chairman: Councillor J Kerr
Vice Chairman: Councillor M Gleadow

Councillors: Cllrs M Burke, C Morgan, A Thompson, J Cantwell

In attendance:

Locum Clerk: L White

PE44.00 APOLOGIES FOR ABSENCE

No apologies for absence received.
Absent: Cllr Valla and Cllr Riddell

PE45.00 DECLARATIONS OF INTEREST

None

PE46.00 PUBLIC PARTICIPATION

None

**PE47.00 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.

The meeting was closed at 7.01pm.

PE48.00 EMPLOYMENT MATTERS

PE48.01 Both the Chair and Locum Clerk provided members with a confidential update on matters relating to employees.

During discussion it was noted that the agreement made at the September 2023 meeting, to increase the Civic Officer's hours from 15 hours to 20 hours per week had not been minuted. It was ratified that these hours be increased and an addendum to the contract. All back pay to be paid.

PE48.02 A brief report was provided to confirm that the National Joint Council for Local Government Services had increased holiday allowance for council staff which had not been implemented by the council.

RESOLVED that holiday entitlement for all staff increase from 21 to 23 days holiday per annum as per the National Joint Council for Local Government Services guidance.

PE48.03 The Chair updated members on both holiday owed and Time off in Lieu (TOIL) accrued by some members of staff. A detailed review of all holiday entitlement and TOIL built up was considered by members.

RESOLVED that with the financial year coming to an end it was agreed that communication be sent to all staff:

- to update them on the increase in holiday allowance;

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- to note the high levels of TOIL but to apologise that due to staffing restrictions, councillors note the support has not been readily available meaning TOIL has not been managed. All TOIL to be used up within agreed timescales;
- timesheets to be implemented with immediate effect; and accrued holiday to be used up within certain timescales.

PE49.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be readmitted to the meeting.

Meeting reopened at 8.44pm

Meeting closed at 8.45pm

Chairman:

Dated: 17 April 2024

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