

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council  
held in the Town Hall on Thursday 18<sup>th</sup> July 2024 at 7pm**

**Present:**

Chair: Councillor J Kerr

Councillors: A Thompson, P Hussain, M Burke, L Valla

**In attendance:**

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

**PE09.00 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Gleadow (personal) and Cllr Cantwell (work).  
Absent: Cllr Riddell

**PE10.00 DECLARATIONS OF INTEREST**

None.

**PE11.00 PUBLIC PARTICIPATION**

None

**PE12.00 MINUTES**

Members were in receipt of the minutes of the Personnel Committee meetings held on 17<sup>th</sup> January, 29<sup>th</sup> May and the emergency meeting held on 5<sup>th</sup> March 2024.

**RESOLVED:** That the three sets of minutes be accepted and signed by the Chair.

**PE13.00 FINANCE MATTERS**

The Town Clerk provided a brief verbal update on the situation with the work towards getting the invoices for April, May and June input on the accounts software for reporting purposes. It was noted that there is not a lot currently affecting the Personnel Committee.

**PE14.00 EYE TEST POLICY**

Members were in receipt of the proposed eye test policy.

**RESOLVED:** It was proposed by Cllr Kerr, seconded by Cllr Valla that the eye test policy be approved as presented. Unanimous (Health & Safety at Work Act 1974, etc.)

**RESOLVED:** It was proposed by Cllr Kerr, seconded by Cllr Thompson to ensure that the Facilities Manager receives a voucher, though the process was started prior to the eye test policy being approved. Unanimous (Health & Safety at Work Act 1974, etc.)

**PR15.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

To resolve 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.

Meeting closed at 7.12pm

**PE16.00 PERSONNEL MATTERS**

Various personnel matters were considered following a confidential report provided to councillors from the Town Clerk.

**RESOLVED:** to seek an Occupational Health assessment for the member of staff who has been off sick for a lengthy period of time and to then act upon the advice from the assessment.

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- RESOLVED:** It was proposed by Cllr Burke, seconded by Cllr Valla that performance reviews/appraisals be carried out by the Town Clerk and managers of teams where appropriate of all staff as they are overdue. Unanimous.
- RESOLVED:** It was proposed by Cllr Valla, seconded by Cllr Thompson that going forward, the Mayor and Deputy Mayor carry out the Town Clerk's performance review/appraisal. Unanimous.
- RESOLVED:** It was proposed by Cllr Thompson, seconded by Cllr Kerr that the contract for the Civic Officer be changed to an annualised contract, based on 20 hours per week to accommodate higher workload prior to events and periods of much quieter work. Unanimous.
- RESOLVED:** It was proposed by Cllr Kerr, seconded by Cllr Thompson that based on the support of the Director at the Museum that the Learning and Outreach Officer's contract be updated to four days per week, rather than five, following a return after Maternity Leave. Unanimous.
- RESOLVED:** It was proposed by Cllr Burke, seconded by Cllr Kerr that based on the change of contract for the Learning and Outreach Officer, and support from the Director of the Museum, that the Learning Assistant's contract be amended to an annualised contract based on one day per week term time. Unanimous.
- RESOLVED:** It was proposed by Cllr Kerr, seconded by Cllr Thompson that it is ensured that all staff have a compliant employment contract, where it has been found that they are not compliant with current legislation, and that these are based upon the same terms as the original contract. Unanimous.
- RESOLVED:** It was proposed by Cllr Burke, seconded by Cllr Thompson that those staff eligible, have an increase in pay by one SCP (where applicable) with effect 1<sup>st</sup> April 2024 in line with their contracts. Unanimous.
- RESOLVED:** It was proposed by Cllr Hussain, seconded by Cllr Valla to advertise for a fixed term six month contract for Grounds Maintenance support on SCP2-SCP5. It was delegated to Town Clerk to appoint on this basis. Unanimous.

**PE17.00 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 8.43pm

Meeting closed at 8.44 pm.

Chair: \_\_\_\_\_

Dated: 18<sup>th</sup> September 2024

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