**Minutes of the Meeting of the Personnel Committee of St Ives Town Council**

**held at the Town Hall St Ives on Wednesday 16 January 2019**

**Present:**

Chairman: Councillor A Dickinson

Vice-Chairman: Councillor P Hussain

Councillors: A Ayers-Wilson, L Davies, N Dibben, J Pallant

**Absent:** P Pope

**In attendance:**

Town Clerk: A Benfield

PE22.00 APOLOGIES FOR ABSENCE

No apologies for absence were received.

PE23.00 DECLARATIONS OF INTEREST

No declarations were made.

PE24.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PE25.00 MINUTES

**RESOLVED:** that the Minutes of the Meeting of the Personnel Committee held on 3 October 2018 were agreed as a correct record and signed by the Chairman.

PE26.00 PERFORMANCE FRAMEWORK

Members were in receipt of service element and task figures for the current financial year.

**RESOLVED:** that the Performance Framework report be received.

PE27.00 BUDGET REPORT

Members were in receipt of budget report for the Committee.

**RESOLVED:** that the Budget Report be received and noted.

PE28.00 2018-2019 ANNUAL SALARY AWARD

Members received information on new pay scales for 2019-2020.

**RESOLVED:** that the information be received and noted.

PE29.00 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.

PE30.00 STAFFING MATTERS

PE30.01 GM Team Staffing Levels

The Town Clerk apprised Members of the current situation with the Grounds Maintenance Supervisor and indicated that he was not expected to return to work until the end of February.

Consideration was given to a report on staffing levels and job descriptions of the Grounds Maintenance Team. A detailed discussion took place on job descriptions with comment made that in addition to the Job Descriptions a document detailing the service level requirements was also needed as it was unclear how long each task took or how often it was completed. The Town Clerk informed Members that the Grounds Maintenance Specification, compiled by the GM Supervisor, included most of this information.

Discussion took place on the suggestion that evidence should be collected to prove when work was completed in order to support the team. Some minor amendments to the Job Descriptions was requested.

Members agreed that additional flexibility was required going forward with newly appointed GM staff being expected to work Saturdays as a matter of routine.

The request for reduction in hours was approved and it was agreed that the Town Clerk begin the recruitment process for a full time seasonal operative for April to October.

 **RESOLVED: PE30.01.01** that the report be received and noted.

 **PE30.01.02** that a seasonal worker be appointed to work full time

 hours from April to September to support the GM Team

 but that a requirement is added to include weekend and

 out of hours working as necessary.

 **PE30.01.03** that the funding for additional hours is covered from

 s106 landscape maintenance contribution

 **PE30.01.04** that the updated GM Team Job Descriptions are adopted

 **PE30.01.05** that the request from the GM Operative to reduce hours

 to 3 days per week from 1 April on a permanent basis is

 agreed.

PE30.02 Appraisals

It was noted that all staff appraisals have been completed with no matters to report.

PE31.00 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: Date: 17 April 2019