

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held at the Town Hall St Ives, on Wednesday 17 April 2019**

Present:

Chairman: Councillor A Dickinson

Vice-Chairman: Councillor P Hussain

Councillors: L Davies, N Dibben, J Pallant

Absent: Councillor P Pope

In attendance:

Town Clerk: A Benfield

PE32.00 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor A Ayers-Wilson (ill health).

PE33.00 DECLARATIONS OF INTEREST

No declarations were made.

PE34.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PE35.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Personnel Committee held on 16 January 2019 are agreed as a correct record and signed by the Chairman.

PE36.00 PERFORMANCE FRAMEWORK

It was noted that service element and task figures would be provided to the next Meeting.

PE37.00 BUDGET REPORT

Members were in receipt of Budget Report for the Committee.

RESOLVED: that the Budget Report be received.

PE38.00 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.

PE39.00 STAFFING MATTERS

PE39.01 Staff Handbook and Contract of Employment

Members were in receipt of draft Staff Handbook and Contract of Employment as provided by Ellis Whittam as part of their HR support contract.

A query was raised about the implementation of the drug and alcohol policy and the Town Clerk agreed to seek advice on this.

Chairman's
Initials

RESOLVED: PE39.01.01 that the information be received and noted.

PE39.01.02 that the Staff Handbook and Contract of Employment be adopted and issued with guidance from Ellis Whittam

PE39.02 Grounds Maintenance Operative

Members were in receipt of report on staffing matters relating to the GM Team. The Clerk provided an update on the current staffing situation and reported that the GM Supervisor was now back at work following his accident but was on reduced duties.

RESOLVED: PE39.02.01 that the report be received and the content noted.

PE39.02.02 that the Town Clerk's decision to pay the Team Member outstanding holiday pay is ratified

PE39.02.03 that the appointment of the new seasonal GM Operative is noted.

PE40.00 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 July 2019