

We publish these draft minutes on the website as soon as possible after each meeting, as part of our commitment to communicating council decisions and transparency. Please note that these remain a draft until they are approved and signed at the next meeting of the Council/Committee.

Minutes of the Meeting of the Staffing Committee, St Ives Town Council held in the Committee Room, The Guildhall, St Ives on Thursday 12 February 2015 at 7.00pm

PRESENT

Chairman - Councillor L Taylor
Vice-Chairman – Councillor R Tulley

COUNCILLORS

Armstrong M	Tanner S
Glanville R	Williams T
Symons J	

OFFICERS

Town Clerk
Assistant Town Clerk

APOLOGIES FOR ABSENCE – None.

S.44 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the meeting of the Committee held on 25 November 2014.

S.45 PUBLIC SPEAKING

None

S.46 DECLARATIONS OF COUNCILLOR / OFFICER INTERESTS

None.

S.47 TOWN CLERKS REPORT

The update report circulated prior to the meeting was noted.

S.48 TRAINING FOR DOG ENFORCEMENT OFFICERS

Members considered the report which outlined the training necessary, and it was

RESOLVED – that

1. The existing caretaker be trained in environmental enforcement
2. The proposed post to cover the areas of work now to be advertised as a vacancy with the semi-retirement of a member of staff, be recruited and then the successful applicant to undergo environmental enforcement training; and

3. Training to be arranged through Cornwall Council after the recruitment of the second member of staff, and in readiness for the seasonal dog control orders.

S.49 **TRAINING FOR TRAFFIC CONTROL OFFICER**

Members considered the written report which outlined the training necessary, and it was

RESOLVED – that training for three members of staff in the traffic control powers be approved and arranged to be held following the recruitment of the new member of staff.

S.50 **ADOPTION OF STAFF HANDBOOK**

Members considered the draft Handbook circulated prior to the meeting and the following amendments were agreed:

Item 9 – delete ‘automatically’

Item 11 – add ‘Appointments should be scheduled either early in the morning or in the late afternoon if possible, in order to minimize the disruption to the working day. In-patient appointments or procedures taking the whole day will be treated as sick leave.’

Items 13 to 19 inclusive – delete and re-number

Item 22 – group with annual leave paragraphs, and add ‘to be taken in the first quarter of the following financial year’

Item 32 – delete ‘yourself’

Item 42 – delete and re-number

Add new item where appropriate – ‘An annual review of staff records will be undertaken, at which point it will be checked that the council holds up to date information for staff (address, telephone and email contact numbers, next of kin, and where appropriate for staff driving a council vehicle or claiming mileage, driving licence and car insurance document checks).

Item 48 – delete and re-number

Items 49 and 52 – delete until this policies are in place

Item 54 – replace ‘should’ with ‘must’

Item 56 – delete references to lunch and tea. Specify that breakfast applies when leaving home before 7am, and evening meals when working after 7.15pm

Item 69 – add ‘Upon leaving the town council’s employment you will be required to return all keys, documents etc held as a part of your duties with the town council’.

Item 70 – delete ‘see flexitime above’

Item 78 – add ‘,on duty or in uniform’

Item 86 – add ‘which you are able to join if you wish. Details available from the Town Clerk.’

RECOMMENDED – to Council that the Staff Handbook, as amended at this meeting, be approved and adopted.

S.51 TOIL POLICY

Referred to next meeting.

RESOLVED/RECOMMENDED – that

S.52 VISIONING EVENT

The proposal for a visioning event was discussed and it was noted that an option was for the visioning event to be carried out by the same people who carry out the staffing and organisational review – enabling knowledge and insight gained at the visioning stage to help inform the recommendations for change.

RESOLVED - that the principle for the visioning and the structural review to be carried out by the same people be endorsed as an option, and that Resources Committee would be the lead committee for the combined staffing and organisation review.

S.53 EXCLUSION OF PRESS AND PUBLIC

RESOLVED “that in accordance with the Public Bodies (Admissions to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and public be excluded from the meeting during the consideration of the following matters on the grounds that they involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

S.54 STAFFING OVERVIEW AND REVIEW (Paragraphs 1, 2 & 3)

It was noted that this item had been covered at Minutes S.52 above.

S.55 RECOMMENDATION FROM FACILITIES COMMITTEE – APPOINTMENT OF THIRD INFORMATION ASSISTANT (Paragraphs 1, 2 & 3)

Members considered the written report and following discussion, it was

RECOMMENDED – to Council that a third Information Assistant be recruited on the same basis as existing staff, with a 6 week probation period). The Visit St Ives Information Centre Manager and Assistant Manager delegated to advertise and appoint.

S.56 ADVERTISE FOR NEW POST TO COVER DUTIES FOLLOWING REDUCTION IN EXISTING POST (Paragraph 3)

Members considered the report setting out the need to appoint a member of staff to cover primarily traffic control duties and also caretaking and dog control order enforcement.

Following discussion, it was

RECOMMENDED – to Council that the vacancy be approved and to be advertised on a zero hours contract, permanent basis. Advertise in the Echo, McColls, town council noticeboard, website. Interviews and appointment to be delegated to the Clerk and Assistant Clerk.

S.57 CHANGE IN CONTRACT ARRANGEMENT OF EXISTING STAFF MEMBER (Paragraphs 1, 2 & 3)

Members considered the written report circulated, with reference to the contractual terms for the Clerical Officer and the Caretaker / Maintenance / Enforcement Officer. Following consideration, it was

RESOLVED – that the recommended changes to contractual terms be approved and implemented.

S.58 FACILITIES MANAGER POST (Paragraph 3)

An update report was given, advising that this vacancy had been advertised but not filled.

RESOLVED – that the Clerk, Chariman of Staffing Committee and Chairman of Facilities Commiteee meet to discuss and consider options for the way forward and the management of the public conveniences in particular at this stage.

S.59 DATE OF NEXT MEETING

Next meeting scheduled for 9 April 2015

Meeting closed at 8.25pm

Chairman