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Minutes of the Meeting of the Staffing Committee, St Ives Town Council held in the Committee Room, The Guildhall, St Ives on Thursday 9 July 2015 at 7.00pm

PRESENT

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

COUNCILLORS

Glanville R
Mitchell A

Symons J
Tanner S

OFFICERS

Town Clerk
Assistant Town Clerk

APOLOGIES FOR ABSENCE – were received from Councillors M Armstrong and P Prior.

S.1 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the meeting of the Committee held on 12 March 2015.

S.2 APPOINTMENT OF COMMITTEE CHAIRMAN

RESOLVED – that Councillor Taylor be appointed Chairman of the Staffing Committee for the 2015/2016 year.

S.3 APPOINTMENT OF COMMITTEE VICE-CHAIRMAN

RESOLVED - that Councillor Tulley be appointed Vice-Chairman of the Staffing Committee for the 2015/2016 year.

S.4 CHAIRMAN'S ANNOUNCEMENTS

An additional item was included in the agenda in view of its urgent nature – staffing implications of Cornwall Council's proposals for paperless planning consultations.

S.5 DECLARATIONS OF COUNCILLOR / OFFICER INTERESTS

The Clerk and Assistant Clerk each declared an Interest in Minute S.8 (staffing review) as members of staff.

S.6 **TOWN CLERK'S REPORT**

The Clerk had circulated with the agenda updates on actions taken in relation to recent committee decisions.

RESOLVED – that the Clerk's update report be noted.

S.7 **PAPERLESS PLANNING APPLICATIONS – STAFF IMPLICATIONS TO THE TOWN COUNCIL**

The Clerk reported on Cornwall Council's notification that planning application consultations would not be circulated on paper from September.

The staffing implications of this move were considered. Resources Committee would be fully considering how the plans would be shared and displayed before and at meetings, and there was expected to be a need for additional administrative staff time to download the applications and compile a powerpoint presentation for each meeting.

During discussion the following points were raised:

- Upheaval to planning committee meetings
- Resources to get the plans downloaded
- Need to be able to view the plans and documents at the planning committee meetings
- Councillor Symons offered to make enquiries for options for display equipment

RECOMMENDED – that:

1. An extra day of administrative support be allocated each month for compiling the planning presentations
2. The Clerical Assistant be asked to attend the first few planning committees under the new system to operate the IT presentation equipment, as a trial to establish the process.

S.8 **VISIONING EVENT – UPDATE** - feedback for Resources Committee

The report from the company who had led the visioning event had been circulated prior to the meeting.

Councillor Taylor advised that she had contacted the company with regard to the proposed staffing review and had some suggested dates in August, and a suggestion for a workshop for staff.

During discussion, various points were raised, including:

- Reluctance to carry out a staffing review in August, noting the need to work around annual leave and the busiest period for the visitor information service.
- Feedback on the visioning event
- For the staffing review, all staff and councillors would need to be able to feed their views

in

- Considered whether a committee review should be carried out first, and if so, the process for doing so
- If a workshop for staff is held, then it should be off-site. A workshop for staff could be followed by the company talking to the Mayor and Chairmen of Committees at a later date.
- Suggested staff / councillors to participate: Clerk, Assistant Clerk, Clerical Officer, Clerical Assistant, Manager and Assistant Manager of the visitor information service, Mayor and Deputy Mayor, with all other councillors and staff able to have an input.

RECOMMENDED – that a date in September be agreed, with the Clerk to contact the company previously agreed to seek confirmation of the specification and costing of the staffing review.

S.9 **TOIL POLICY**

RESOLVED – that this item be deferred to the next meeting.

S.10 **APPRAISALS**

This item was withdrawn from the agenda as the appraisal process was already in place.

DATE OF NEXT MEETING

The next meeting will be held on 1 October 2015

Meeting closed at 8.05 pm

Chairman