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Minutes of the Meeting of the Finance & General Purposes Committee, St Ives Town Council, held in the Committee, The Guildhall, St Ives on Thursday 28 July 2016 at 5.30pm

PRESENT

Chairman - Councillor R Tulley

COUNCILLORS

Andrewes T

Prior P

Garrod H

Symons J

Mitchell A (from 6.06 pm)

Williams T

OFFICERS

Town Clerk

Support Services Manager

APOLOGIES FOR ABSENCE – were received from Councillors R Glanville, C Nicholls and L Taylor.

F&GP37. MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Resources Committee meeting held on 7 July 2016.

F&GP38. CHAIRMAN'S ANNOUNCEMENTS

The Chairman apologised for the start time of the meeting, noting that holding this additional meeting on the same evening as the scheduled Council meeting had aimed to work in with the meetings timetable. The order of the agenda would be changed to reflect the need to ensure sufficient time for the report on the salaries review – the reason that the meeting had been called.

F&GP39. DECLARATIONS OF COUNCILLOR AND OFFICER INTERESTS

None.

F&GP40. TOWN CLERK'S UPDATE REPORT

There was no report as this was an additional meeting

F&GP41. FINANCE REPORT

Members considered the report circulated prior to the meeting.

RESOLVED – that the report be noted.

F&GP42. AMENDMENT OF WEDDING PACKAGE PRICES – COUNCIL CHAMBER

Members considered the report and advice from the Town Clerk that the package options for wedding ceremonies in the Council Chamber had been reworked to reflect the additional seating permitted by the Registration Service.

RECOMMENDED – that the amendment to wedding package charges for ceremonies in the Council Chamber be approved as set out in the report.

F&GP43. **CORRESPONDENCE**

None.

F&GP44. **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 the public be excluded from the meeting during the consideration of the following matters on the grounds that they involve 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.”

F&GP45. **REVIEW OF CONTRACTS OF EMPLOYMENT** (Paragraphs 1, 2 & 3)

The Town Clerk presented the report which set out the need to regularise staff contracts for existing staff and to ensure a template which was in line with best practice for use for staff due to be recruited.

The report detailed the proposed areas for review and it was noted that there were no significant changes identified and that the proposals aimed to ensure fair contract terms for all. During the course of discussions it was acknowledged that the town council had a number of staff on zero hour contracts, Councillors were reminded that staff on zero hour contracts received pro rata holiday and sickness entitlements and that rota's were agreed in advance. The zero hour contracts reflected the seasonality of the work and enabled permanent contracts to be in place. An alternative option was suggested to be variable hours contracts, with an agreement to 20 hours in summer, 4 hours in the shoulder months and zero in the winter – this was an option to be investigated further.

AGREED – that an agenda item for a future meeting of the Finance & General Purposes Committee be the review of the use of zero hour contracts.

RECOMMENDED – to Council that

- 1) all staff contracts be re-issued / revised on the basis that holiday entitlement across the board to be worded as set out in the model contract as circulated with the report;
- 2) the steps relating to holiday calculations for part-time staff members, as set out as Options A and B in the report, be approved and actioned accordingly.

It was noted that there may be further recommendations to Council, pending more detailed review by the Town Clerk and with advice due from South West Councils.

F&GP46. **PROPOSAL FOR HR SOFTWARE PACKAGE** (Paragraph 3)

Members considered the report circulated and the advice of the Town Clerk that from initial enquiries it was understood that the cost of using an online HR service would approximate the savings in staff time in operating the system manually, and would bring additional benefits for staff accessing the system and improved reporting to Councillors.

RESOLVED – that having approved the principle of using an HR software package, the decision on the option to sign up to, to be delegated to the Town Clerk in consultation with the Chairman and Vice-Chairman of the Finance & General Purposes Committee.

Councillor Mitchell arrived at this point in the meeting.

F&GP47 **SALARY REVIEW** (Paragraphs 1,2&3)

Members considered the Town Clerk's comprehensive report, circulated in advance and further information provided at the meeting.

The Committee Chairman summarised the principle of agreeing salary levels and that it was the practice of the town council to review salaries on an annual basis. As the current review had been delayed due to the staffing and structure review carried out in November 2015, any salary increases agreed during this review were proposed to be backdated to 1 April 2016.

During discussion it was noted that the council was moving from single salary points for posts, to a salary scale system for a number of posts and so it would be necessary to write into either contracts or the staff handbook to set out how increment increases would be awarded. When considering whether increments should be performance related it was noted that the award of an increment each year reflected the growth in knowledge and experience of the employee and their value to the organisation. Any issues relating to poor performance should be dealt with using the capability or disciplinary procedures.

With regard to the staff salary review recommendations, it was

RECOMMENDED – to Council that

- 1) Administration Assistant – salary scale as recommended at Recommendation 1, page 5 of the report, with the existing post holder's salary to be aligned at the starting increment;
- 2) Finance Officer – salary scale as recommended at Recommendation 2, page 6 of the report, with the existing post holder's salary to be aligned at the highest increment;
- 3) Visit St Ives Assistant Manager – salary scale as recommended at Recommendation 3, page 8 of the report, with the existing post holder's salary to be aligned at the highest increment;
- 4) Community Pride Officer – salary scale as recommended at Recommendation 4, page 9 of the report, with the existing post holder's salary to be aligned at the highest increment;
- 5) Neighbourhood Plan Project Officer – salary scale as recommended at Recommendation

- 5, page 10 of the report (single salary point);
- 6) Facilities Maintenance Officer – single point salary as recommended at Recommendation 6, page 11 of the report (salary protected until 1 April 2017);
 - 7) Staff on Living Wage Foundation living wage rate – to defer this item pending a further report to Council, to use the same benchmarking / comparison system as the other posts covered in this report.

Principle to be adopted for increments for staff on scale salaries:

RESOLVED - that the principle be adopted that increments are awarded automatically on an annual basis, with performance to be monitored and regulated through capability and disciplinary procedures.

F&GP48 **REVIEW OF DEVOLUTION PROJECT MANAGER CONTRACT** (Paragraphs 1,2 & 3)

The Clerk advised that this item had been included for consideration if the information had been able to be prepared in time. As the information was not available, this item was deferred to the next meeting of the Finance & General Purposes Committee.

Meeting closed at 6.50 pm

Chairman