

Minutes of the Meeting of the Staffing Committee, St Ives Town Council held in the Committee Room, The Guildhall, St Ives on Thursday 7 April 2016 at 7.00pm

PRESENT

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

COUNCILLORS

Mitchell A
Prior P

Symons J
Tanner S

OFFICERS

Town Clerk
Facilities Manager

APOLOGIES FOR ABSENCE – were received from Councillors Armstrong and Glanville.

S.24 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the meeting of the Committee held on 11 February 2016.

S.25 DECLARATIONS OF COUNCILLOR / OFFICER INTERESTS

None. *Clerk's note – retrospective declaration with regard to Minute S.27 (TOIL Policy) as a member of staff who uses TOIL and has TOIL hours to claim.*

S.26 TOWN CLERK'S REPORT

The report appended to the agenda was noted.

S.27 TOIL POLICY (Minute S.51 refers)

Members considered the report circulated at the meeting. During discussion on this matter the following points were considered:

- The difficulty implementing an effective TOIL policy without a full staffing compliment
- Concert at the Clerk's accrued level of TOIL and suggestion for consideration of paying off the time, or re-allocate as holiday.
- Need to consider the maximum level of TOIL considered acceptable (with the sector norm being recommended as 30 hours maximum)
- Need also to consider how to treat existing outstanding accumulated TOIL – and to make sure that provision is in place to ensure that it does not amass again
- Standard TOIL policies were common and could easily be adapted for town council use
- New TOIL practice to be brought into place from this meeting onwards – so the

Chairman of the relevant committee to be informed of breaches of TOIL limits of 30 hours

- Need to consider flexible working being included in the forthcoming review of staff contracts

RESOLVED – that a draft TOIL policy be presented to the next meeting of the Finance & General Purposes Committee.

RECOMMENDED – to Council that consideration be given to zero the outstanding TOIL hours of staff where the level exceeds 30 hours, with funds for this to be drawn from Reserves if there is not sufficient staff budget provision in year.

S.28 **RECRUITMENT OF APPRENTICE**

The Town Clerk reported that there had been difficulty in finding a suitable applicant to take up the apprenticeship and that the shortlisted candidates had either no longer wished to take up an apprenticeship or simply did not turn up for their interview. It was noted that there was a reported shortage of people taking up apprenticeships in Cornwall at the moment.

In considering this matter it was noted that the staff time to be put into mentoring an apprentice would be significant and this had caused some concern to staff who were currently working beyond capacity.

Members considered whether forthcoming streamlining of the committee structure would help to cut down on administration tasks sufficiently, although the Town Clerk advised that there was a whole range of administrative tasks to be undertaken.

RESOLVED – that Clerk be instructed to write a report to set out the business case for taking on an administration officer / assistant rather than an apprentice.

S.29 **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 Extraordinary Council 3 March 2015 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.”

S.30 **STAFF APPRAISALS 2015** (Paragraphs 1,2 &3)

The Town Clerk presented a report setting out the background to the 2015 appraisals process and giving a summary of main points raised and recommendations arising from the appraisals.

Following discussion, it was

RESOLVED – that

1. Staff be thanked for their efforts during 2015 and the resulting quality of service provision and improvements which had been achieved;
2. Training requests as set out in the report be approved; and
3. The Town Clerk be authorised (in consultation with the Facilities Manager and the Support Services Manager) to review the layout of workstations in relation to the current and planned office staff posts, to report to Resources Committee in order that budgetary implications may be considered.

It was

RECOMMENDED – to Council that changes to the job description of the Clerical Officer (now Finance Officer), as set out in the report be approved

Arising from discussion, there was agreement that the direct payment of salaries should be arranged in the near future, and that the IT review could include the provision of a microphone for the Clerk for Council meetings

S.31 **REVIEW OF STAFF CONTRACTS** (Paragraphs 3)

The Committee Chairman reported that as the staff contracts had been drafted at varying times, there was the potential for anomalies which should be reviewed to ensure that terms and conditions of employment were properly recorded, particularly with regard to holidays, bank holidays and flexible working.

RESOLVED – that the committee agrees that a review of staff contracts of employment be carried out.

S.32 **DATE OF NEXT MEETING**

The next meeting will be held on 7 April 2016.

S.33 **AGENDA ITEMS FOR NEXT MEETING**

Review of staff salaries (following the job evaluation exercise of the senior posts).

Meeting closed at 8.12 pm

Chairman