

Minutes of the Meeting of the Staffing Committee held in the Committee Room of the Guildhall St Ives on Tuesday 9 July 2019 at 9.00 am

PRESENT

Chairman – Councillor T Harris

Vice Chairman – Councillor J Griffin

COUNCILLORS

Arthur K

R Henry

R Glanville (until 9.47am)

OFFICERS

Town Clerk

HR SUPPORT

Steve Burgess, Neo People Management

APOLOGIES FOR ABSENCE – None

ST.15 DECLARATION OF COUNCILLOR/OFFICER INTERESTS

Councillor Glanville declared an interest in Minute ST.19 as a Councillor referred to in the report, and left the meeting before consideration of this item.

ST.16 APPROVAL OF MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the meeting of the Staffing Committee held on 12 June 2019.

The Committee also RESOLVED – to accept as a true and correct record the confidential notes of the meeting of the Staffing Committee held on 12 June 2019.

ST.17 REVIEW OF STAFFING POLICIES AND PROCEDURES

Steve Burgess advised that the policy work is scheduled to be carried out. Neo PM have copies of the council's current policies for review. The Clerk advised that the Health and Safety Working Group were reviewing H&S policies and had suggested that these be reviewed in tandem with the staffing policies and procedures in view of likely overlap between the two.

It was noted that this committee had agreed that staffing policies should be written in a way which directs to current ACAS best practice, with St Ives Town Council specific policies to be written where considered necessary. It was noted that when revised, the Staff Handbook would help tie all policies together and make them readily available to staff and to managers.

RESOLVED – that the update be noted.

ST.18 EXCLUSION OF THE 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 it 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.

ST.19 FURTHER CONSIDERATION OF A GRIEVANCE FROM A MEMBER OF STAFF
(Paragraphs 1, 2 & 3)

Councillor Glanville declared an interest in this item as a councillor referred to in an earlier report on this matter, and withdrew from the meeting at this point.

The committee considered updates from the committee chairman and advice from the HR advisor.

Following discussion, it was

RESOLVED - that

- 1) the documentation be released to the member of staff, as requested in their grievance letter, to be disclosed on a confidential basis and so only to be shared with their professional advisors on this matter
- 2) the member of staff and their union representative be invited to a meeting to receive the documentation and to discuss the next steps, meeting with the Clerk, committee Chairman, and HR Advisor at a meeting to be convened as soon as possible.
- 3) Neo People Management be appointed to be the council's HR support for resolving the current grievance and also for the process to support back into work the two members of staff absent on long term sickness absence.

ST.20 DATE OF NEXT MEETING

The committee agreed that the next meeting would be called when needed.

Meeting closed 10.40 am

Chairman