

RECOMMENDED – to Council that the position of the Staffing Committee was to stress the importance of adequate budgetary provision for training and HR expertise and for this provision to continue at a reasonable level, in line with the 2016/17 budget.

S.16 TRAINING OPPORTUNITY – NEIGHBOURHOOD PLAN PROJECT OFFICER

Members considered details of a forthcoming networking / information sharing event in Bristol that the Neighbourhood Plan Project Officer had said they were willing to attend. The event was free of charge and accommodation would be arranged by the officer and so the town council was asked whether this could be considered approved training, and for travel costs to be covered.

In discussion, it was noted that this event might not be strictly relevant to St Ives as the Neighbourhood Plan had reached referendum stage and so there was not considered to be sufficient benefit to the council to justify the expense.

RESOLVED – that travel costs for this event would not be covered by the town council.

Councillor Mitchell arrived at the meeting at this point.

S.17 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 matter 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.”

S.18 STAFF APPRAISALS 2015 (Paragraphs 1,2 &3)

The Clerk gave an overview of the broad feedback from the 2015 staff appraisals carried out in September and gave an undertaking to circulate a written summary document in due course.

RESOLVED – that the update be noted and that training requests should be looked upon favourably by line managers.

S.21 REVIEW OF STAFF SALARIES (Paragraphs 1,2 &3)

The Clerk had circulated a report setting out the need to review all staff salaries, including the implications of the increase in the Living Wage.

Members discussed the matter, including the following:

- Four senior posts are due to be job evaluated and until this exercise was complete it would not be appropriate to review other posts
- Noted that the budget for salaries for the coming year had been agreed
- Salaries were reviewed against similar posts advertised elsewhere and with regard to the differentials within the organisation

RESOLVED – that this item be deferred to the next meeting of the Staffing Committee (following the job evaluation exercise) and for the internally reviewed posts to have the active input of line managers.

S.22 JOB DESCRIPTION FOR SUPPORT SERVICES MANAGER & DATE OF COMMENCEMENT OF THIS ROLE (Paragraph 1, 2, 3)

The Clerk had circulated a draft job description for the post of Support Services Manager based on the existing job description of the Assistant Town Clerk and incorporating the additional elements as recommended in the recent staffing and structure review.

During discussion the following amendments were proposed:

- 8.7 – more relevant to the post of Facilities Manager – delete from this job description
- Delete ‘maintenance’ from the job outline paragraph
- Add: collate and report key performance indicators
- Add: responsibility for promoting the Guildhall and Island Centre

RECOMMENDED – to Council that the amended job description be approved, subject to the amendments being agreed by the Assistant Town Clerk.

In considering this job description, it was noted that all job descriptions for the posts to be subject to job evaluation should be reviewed before that exercise is undertaken.

S.23 RECRUITMENT OF APPRENTICE (Paragraph 3)

The Clerk reported that the recruitment process was underway and that only a small number of applications had been received to date.

RESOLVED – that

1. the apprentice vacancy be advertised in the Times and Echo, with the emphasis to be on the opportunity to be given to a young person starting a career; and
2. the shortlisting and interview panel to be the Town Clerk, Assistant Town Clerk and Chairman of Staffing Committee.

Meeting closed at 8.20 pm

Chairman