

Minutes of the Reconvened Meeting of the Finance & General Purposes Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on Thursday 22 March 2018 at 7.40pm

PRESENT

Chairman – Councillor R Tulley
Vice-Chairman – Councillor C Nicholls

COUNCILLORS

Andrewes T	Mitchell A	Tanner S
Harris A	Symons J	Williams T
Henry R		

OFFICERS

Town Clerk Facilities Manager

APOLOGIES FOR ABSENCE – were received from Councillors R Glanville and H Garrod.

F&GP.104 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 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&GP. 115 REPORT OF THE STAFF & GOVERNANCE REVIEW GROUP (Paragraphs 1,2 & 3)

Speaking to the written report circulated, the Committee Chairman summarised the current recommendations of the staffing review group, advising that the Library Task & Finish Group were best placed to present recommendations on the staffing of the new library service (to this committee for decision), and that the Facilities Committee were further considering staffing options for development of venue management and promotions.

It was noted that the staffing review group had identified issues to be addressed, relating to ongoing staff sickness absences and the effects on the operation of the council and those colleagues covering duties. Following brief discussion, it was

RECOMMENDED – that

- 1) the Town Clerk is made the line manager of the officer who manages the new Library and Information Service (LIS);
- 2) the Clerk, in consultation with the Library Task and Finish Group, is authorised to specify the staff structure of the LIS;
- 3) the committee endorses the recommendation of the Staffing Review Group to defer review of the wider staffing structure until a later point in time.

F&GP.116 JOB EVALUATION OF ADMIN SUPPORT OFFICER (Paragraphs 1,2 & 3)

The Town Clerk has previously reported to the committee on the need to review this officer’s job. Given that changes to the role had already happened due to the pressures on the town council, it had been agreed that the evaluation should be carried out without delay.

The Chairman reported on the Town Clerk's recommendation that the job be evaluated by external independent HR support, along with the LIS proposed roles. The Committee would receive the recommendation and will then decide whether to backdate any increase, and when from, with the benefit of external advice.

RECOMMENDED – that the post be evaluated by South West Councils and the recommendation be presented to this committee for decision.

F&GP.108 **RE-ADMITTANCE OF THE PRESS & PUBLIC**

RESOLVED – that the press and public are readmitted to the meeting.

F&GP.109 **DEPUTISING POLICY**

Members considered a verbal proposal from the Town Clerk, which was made in the light of discussions at the Staffing Review Group. It was noted that there was currently ambiguity in the deputising arrangements which could be detrimental to business continuity.

RESOLVED – that it be noted that the current *ad hoc* arrangements should be reviewed, with an interim arrangement to be put forward by the Clerk for the next meeting.

F&GP.110 **REVIEW OF RISK ASSESSMENT FOR FUN RUN 2018**

Members considered a verbal update from the Facilities Manager relating to the forthcoming Fun Run. The Community & Environment Committee had received a report and risk assessment of the event at its last meeting, since which time the Facilities Manager has improved the wording of the advice to runners and marshals etc. In the light of these changes, he had reassessed the risks and reported that the risks had reduced to more reasonable levels.

The Facilities Manager reported that since the report to the C&E Committee, the intention had been for all mitigating actions to be carried out and that the mitigating actions would be intended to reduce the risks associated with the event.

There was still work to be done, advice was being sought from Cornwall Council's H&S adviser. They had not yet provided advice on the risk assessment but had provided good practice guidance on fun runs. The position of Cornwall Council on the arrangements for the Fun Run had not yet been established and would need to be taken into account as the appointed H&S expertise to this council.

Pending, and subject to, feedback from Cornwall Council, it was

RESOLVED – that, having assured itself of the adequacy of arrangements, the committee endorse the mitigating actions and note that having been revised to take into account these actions, the risk assessment be noted and agreement be given to the event proceeding as planned.