

PUBLIC Minutes of the Meeting of the Staffing Committee, St Ives Town Council, on 22 January 2021 held remotely via Zoom technology at 10 am

PRESENT

Chairman – Councillor A Harris

COUNCILLORS

Arthur K

Burton P

Tulley R

OFFICERS

Town Clerk

Representative from SW Councils

ST.34 NON-ATTENDANCE

Henry R

ST.35 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Staffing Committee meeting held on 30 November 2020.

ST.36 DECLARATION OF COUNCILLOR / OFFICER’S INTEREST

The Town Clerk declared a prejudicial interest in agenda item 6(2) as it related to proposals for a pay and grading review of all staff. She advised that, at that point in the meeting, she would withdraw and the Committee would receive professional advice from SW Councils.

ST.37 DRAFT COUNCIL TRAINING AND DEVELOPMENT POLICY

The Town Clerk introduced the report. She explained that the policy was a standard local council policy, based upon best practice. The training needs of staff would generally be identified during the appraisal process in February – March which would then feed into an annual training plan. The training needs of members had two distinct elements, firstly a detailed induction process for new members, especially important in an election year. There would also be a more re-active element where existing members could identify training needs or skills gaps. Members considered the plan and recommended the following amendments:

- Training for chairmen should also be extended to vice-chairmen
- Induction training for Councillors should also include ICT skills

It was confirmed that a standard training evaluation form would be developed and that the details of a member induction training programme would be considered further at the Chairmen’s meeting in February. More work was needed to develop the members induction plan including research into available providers.

RESOLVED to **RECOMMEND** that, following consideration by the Chairmen’s meeting, the training and development policy be adopted by the Council

ST.38 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – that in accordance with the Public Bodies (Admissions to Meeting) Act 1960 the press and public be excluded from the meeting during the consideration of the following

matters due to the confidential nature of the business to be discussed.

ST.39 CULTURAL SERVICES MANAGER POST: PROPOSALS FOR THE RECRUITMENT PROCESS

The Committee discussed a report by the Town Clerk, seeking its agreement to a recruitment process for the new Cultural Services Manager. The Clerk advised that the adverts were all running and the deadline for applications was Monday 1st of February. It was proposed and carried that a recruitment panel be appointed to include the Chairman and Vice Chairman of the Committee, together with the Chairman of the Facilities Committee and the Town Clerk. Shortlisting would take place via ZOOM in the same week and interviews scheduled for the week of the 15th.

The Committee debated how best to involve key stakeholders in the process. Following a discussion, it was agreed that the interviews should involve a presentation task and that the service manager, together with representatives from FOSIL and the Library Partnership Board be invited to view and give feedback on the task.

It was agreed that the Town Clerk draw together a menu of questions for the panel and devise a suitable presentation task.

RESOLVED – that proposals for the recruitment process be approved as set out.

ST.40 FINAL REPORT ON JOB EVALUATION AND THE PAY AND GRADING REVIEW

[At this point in the meeting, the Town Clerk introduced a representative from SW Councils, declared an interest and left the meeting]

The Committee received a presentation from SW Councils on the conclusion of the job evaluation exercise and considered 3 options for a proposed pay and grading structure for the Council. The Committee debated the options. The Committee expressed a strong preference for option 1 and determined that this be recommended to the Council for consideration.

[The Town Clerk was re-admitted to the meeting]

The Committee Chairman advised the Town Clerk of the Committee's decision. The Chairman requested that SW Councils attend the Council meeting to discuss their report and proposals and that they work with the RFO to model the full year one impacts on all staff and implications for the budget.

RESOLVED to RECOMMEND that Council

- Support the introduction of a pay and grading structure from 1 April 2021
- Agree that all staff would be consulted on the basis of Option 1
- Ask officers, supported by SW Councils to carry out all necessary arrangements to progress staff consultation including establishing any appeals process for negatively affected staff