

PUBLIC Minutes of the Meeting of the Staffing Committee, St Ives Town Council, 5pm on 9 July 2021 held at the Guildhall, Committee Room

PRESENT

Chairman – Councillor K Arthur
Vice-Chairman – Councillor S Hynes

COUNCILLORS

Dale Harris Wells

OFFICERS

Town Clerk

ST.10 APOLOGIES FOR ABSENCE

None

ST.11 ELECTION OF COMMITTEE CHAIRMAN AND VICE-CHAIRMAN

It was RESOLVED that Councillor Kirsty Arthur be elected as Chairman of the Staffing Committee and Councillor Steve Hynes be elected Vice-Chairman for the Council year 2021-22.

ST.12 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Staffing Committee meeting held on 10th June 2021.

ST.13 DECLARATION OF COUNCILLOR / OFFICER’S INTEREST

None

ST.14 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.15 UPDATE ON STAFF RESOURCES AND SICKNESS ABSENCE IN THE FACILITIES AND AMENITIES TEAM

The Committee considered a status report on the Facilities Team. It updated members on the permanent appointment of a Buildings & Amenities Manager and the temporary staff who continued to work in the team due to long term sickness absence of two team members. These continued to be funded from a range of sources including savings in staff costs and Cornwall Council grants.

The Clerk explained that there was no clear certainty about the duration of the current sickness absences. For that reason, a number of next steps were proposed and these were set out in the report. The Committee discussed the next steps and were in agreement with them. It was agreed that it would be necessary to retain the panel of three members as agreed at the last meeting for a number of different scenarios.

RESOLVED – that the Committee

- i) Note the report
- ii) Continue to monitor the performance of the temporary team members, adequacy of budget provision and scope for permanent employment
- iii) Agree the next steps in relation to sickness absence, as set out
- iv) Resolve to maintain the three member panel as agreed at the last meeting.

ST.16 TO CONSIDER A FLEXIBLE WORKING REQUEST

The Committee considered a request from a staff member to drop their hours down from 5 to 3 days a week, commencing from 1 April 2022. The Committee discussed the fact that the staff member was experienced and knowledgeable and it would be important to ensure that, given their intention to retire in due course, the Council plan for a smooth transition and the sharing of knowledge and detailed written procedures were in place. The Clerk explained that, given the potential for developments in the service, she would like to take the opportunity to carry out a more detailed review of staffing levels and structures across a number of services. In terms of the vacancy, it was recommended that budgeting for a replacement at 3 days a week would give the Council greater flexibility to deal with handover issues and make the job more attractive.

RESOLVED – that the Committee agree to grant this flexible working request and RECOMMEND – that the Council take the opportunity to review the structure and roles and responsibilities within the team and make provision in the 2022-23 budget for a new role working three days a week, in order to best manage her transition to retirement, whilst meeting the service's needs.

ST.17 TO CONSIDER A REQUEST FOR A RELOCATION GRANT

The Committee considered a report setting out a request for a relocation grant. The report explained that there had been a number of applicants for the role but all involved a long distance relocation. The salary was modest in relation to rents and accommodation in St Ives. In order to attract, recruit and retain the applicant, it was felt that a small grant, equivalent to a month's salary would assist, primarily with paying a rental deposit. It was also proposed that the Council consider whether a relocation policy was necessary. The Committee debated the issue about the need for a policy but determined that this could be considered on a case by case basis, by exception.

Date of the Next Meeting

TBA

Meeting closed at 18.05 pm

Chairman