

PUBLIC Minutes of the Meeting of the Staffing Committee, St Ives Town Council, on 17th November 2025 held in the Council Chamber, The Guildhall, St Ives at 5.30 pm

PRESENT

Chair – Councillor S Hynes

Vice-Chair – Councillor T Harris

COUNCILLORS

Arthur K, Mitchell A, Wells J

IN ATTENDANCE

None

OFFICERS

Town Clerk

ST.43 APOLOGIES FOR ABSENCE

None

ST.44 MINUTES

RESOLVED – that the Chair signs as a true and correct record the Public Minutes of the Staffing Committee meeting held on 8th July 2025.

ST.45 PUBLIC SPEAKING

None

ST.46 CHAIR’S ANNOUNCEMENTS

None

ST.47 DECLARATIONS OF COUNCILLOR / OFFICER INTEREST

The Town Clerk advised that an item on the agenda for follow up related to a review of the job role.

ST.48 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED “*That in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting during the consideration of the following matters on the grounds that they involve information of a confidential nature.*”

ST.49 STAFFING COMMITTEE BUDGET 2026-27

The Committee considered a draft establishment budget for the following financial year and an accompanying report. The budget resulted in an increase in the Committee budget. This was a result of changes to the staffing establishment which had been agreed in previous years / months and some of which had been held as vacancies. These reflected the longer term plans of the Council to address, for example devolution, resources for the maintenance team and the re-opened Guildhall. The most recent decision had been to create a role of deputy town clerk.

In addition to changes to the establishment, the budget assumed a cost of living pay award for all staff of 5% and contributions in relation to the pension scheme. Given the Council's ambition to hold precept increases as low as possible, the increases in the Committee budget could be off-set by utilising in-year savings from vacancies in this financial year, accounting for at least £75,000. This would result in a net increase in the establishment costs of 8.69%.

It was noted that these were non-recurring savings that would not arise in future years. It was also noted that whilst some succession planning matters needed resolution, the majority of matters which might be the subject of a staffing review, had now been addressed.

The Committee RESOLVED to RECOMMEND the draft staffing establishment, as set out to Finance and General Purposes Committee to be considered as part of the 2026-27 budget setting process, together with £75,000 of vacancy savings generated in 2025-26 used to off-set the impact of the increase.

ST.50 STAFFING UPDATE REPORT

The Committee considered a detailed report on current staffing matters. Key concerns included long term absences in the maintenance team and the departure of two members of staff. The Committee considered how the vacancies were being managed.

The failure to appoint a deputy town clerk was disappointing but would be re-advertised. It was also proposed that the post of Cornerstone Manager would need to be filled.

The Committee RESOLVED to

- i) NOTE the update report and, in particular the impact of staff vacancies and sickness, especially in the Facilities and Amenities team
- ii) NOTE – the approach taken to resourcing the Guildhall project and the letting of a contract for programming and marketing support, from existing budgets
- iii) NOTE the short-term pressures on the library team and the actions taken for short term support and APPROVE the commencement of a recruitment process, in consultation with the Committee Chair
- iv) NOTE the disappointing outcome of the recent Deputy Town Clerk recruitment process and APPROVE the commencement of a second recruitment process to begin in the new year.

ST.51 OUTCOME OF A CONFIDENTIAL STAFFING MATTER

The Committee considered a report setting out a recent staffing issue of a confidential nature.

RESOLVED – that the Committee NOTE the outcome and conclusion of the matter and the lessons learnt.

DATE OF NEXT SCHEDULED MEETING: 5.30pm 20th January 2026

Meeting Closed at 18.28

CHAIR: