

PUBLIC Minutes of the Meeting of the Staffing Committee, St Ives Town Council, on 19th January 2026 held in the Mayor's Parlour, 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.52 APOLOGIES FOR ABSENCE

None

ST.53 MINUTES

RESOLVED – that the Chair signs as a true and correct record the Public Minutes of the Staffing Committee meeting held on 17th November 2025.

ST.54 PUBLIC SPEAKING

None

ST.55 CHAIR'S ANNOUNCEMENTS

None

ST.56 DECLARATIONS OF COUNCILLOR / OFFICER INTEREST

None

ST.57 ROLLING POLICY REVIEW - REDUNDANCY

The Committee considered amendments to the adopted redundancy policy under the rolling policy review timetable. It was noted that minor changes had been proposed by SW Councils to align with changes in legislation and best practice.

RESOLVED – to RECOMMEND – to Council that it adopts the revised redundancy policy as set out.

ST.58 HEALTH AND SAFETY UPDATE REPORT

The Committee received an update report and annual audit document in relation to health and safety matters. It noted good progress across all areas and also reported a positive outcome from the audit of training procedures. Areas of future focus were the assessment of risk in relation to external contractors' health and safety procedures and asbestos management. It resolved to NOTE:

- i) The progress made in relation to health and safety, 100% compliance with the previous audit, additional improvements in working practices and the continuous training programme whilst awaiting the outcome of the Fire Risk Assessment reports prior to consideration of any further recommendations.
- ii) The issues raised in relation to fire risk assessments and performance of the Council's current contract and AUTHORISE officers to explore other options or improved performance measures.
- iii) The report of incidents and near misses and the risks in relation to external contractors and ensure regular review of procedures and practices to reflect this.

It RESOLVED to NOTE the issues raised in relation to asbestos surveys and to IMPLEMENT the following recommendations:

- i) The commission of a new rolling programme of annual management surveys for assets with no planned works requiring refurbishment and demolition surveys, together with refurbishment surveys for properties acquired under devolution with gaps in records, and, where asbestos is present, procure its safe removal where it is not possible to manage the on-going risks effectively and affordably.
- ii) PRIORITISE a Level 3 asbestos management qualification for a member of staff as part of the allocated training programme and as an additional control measure and
- iii) RECOMMEND to Council that budget provision of £5,000 from general reserves is made available for the commission of additional management surveys.

ST.59 ANNUAL TRAINING PLAN 2025-26 OUTTURN REPORT

The Committee received an updated plan setting out a year end position on training take up. It was noted that there had been positive performance and the completion of 70% of approved training commitments. The lower uptake in this financial year reflecting staff sickness in some key roles. Some additional content was booked to take place in Q4. The 2026-27 plan would be submitted following the conclusion of staff appraisals and considered at the March meeting.

The Committee RESOLVED to NOTE the outturn report for the 2025-26 training plan and AUTHORISED any underspend to be rolled forward into training priorities in 2026-27 with the draft programme for 2026-27 being brought back to the March meeting of the Committee.

ST.60 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.61 STAFFING COMMITTEE BUDGET 2026-27

The Committee considered a budget forecast for the 2025-26 financial year. It noted that some additional modest savings had been realised, through staff vacancies and long term sickness. The majority of anticipated savings had already been ringfenced to hedge against increased establishment costs in 2026-27. It was recommended that the additional savings be noted but with no further action taken, in the light of the fact that relevant service budgets may have other associated budgetary pressures at year end.

The Committee RESOLVED to NOTE the updated report on the 2025-26 establishment budget with any additional establishment underspends retained within service budgets to offset other pressures.

ST.62 STAFFING UPDATE REPORT

The Committee received a staffing establishment update report setting out emerging HR concerns and priorities. In the light of the previous committee resolution, it resolved to consider terms of reference for a planned staffing review at the next meeting. It was agreed that the review would have specific areas of focus, rather than be a comprehensive review in the light of the changes already made to parts of the staffing structure in the past two years.

Interim management arrangements at the Cornerstone were reviewed and it was agreed that the permanent recruitment of a new service manager would now be progressed.

The Committee RESOLVED to

- i) NOTE the update report and, in particular the impact of staff vacancies
- ii) NOTE – the letting of freelance contracts at the Guildhall from existing budgets
- iii) APPROVE the recommended recruitment strategy for the Cornerstone Manager and, until the conclusion of the process, the proposed increase in hours to 20 a week and confirm the role as interim manager.
- iv) NOTE the update in relation to the re-recruitment of the Deputy Town Clerk role, to commence in January.

DATE OF NEXT SCHEDULED MEETING: 5.30pm 24th March 2026

Meeting Closed at 18.42

CHAIR: