



St Ives Town Council

St Ives Town Council
The Guildhall
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Date: 10th July 2026

Dear Councillor,

STAFFING COMMITTEE MEETING, 5.30pm ON THURSDAY 16th JULY 2026

You are given notice of a Staffing Committee meeting to be held in the Committee Room at the Guildhall on Thursday 16th July at 5.30pm.

Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business set out in the agenda attached. Please note that councillors, who are not members of this committee are only entitled to attend for public reports.

Please note that the proceedings of this meeting in public session may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of St Ives Town Council's procedure for the recording of meetings is available on the website, or from the Clerk's office on request.

Louise Dwelly
Town Clerk

To: All Councillors, Town Clerk, Service Managers
(confidential papers to Staffing Committee Members only)
Press
Cornwall Councillors

Membership of Staffing Committee

Chair –

Vice-Chair –

Councillors: Harris T
Hynes S
Arthur K

Kennedy P
McNamee S
Mitchell A

Wells J

STAFFING COMMITTEE MEETING – 5.30pm 16th JULY 2026

AGENDA

1. Apologies for Absence
2. Election of Committee Chair
3. Election of Committee Vice Chair
4. Chair's Announcements
5. Minutes

To pass the following resolution:

RESOLVED – *that the Chair signs as a true and correct record the public minutes of the meeting of the Committee held on 26th March 2026 (previously circulated)*

6. Declarations of Councillor and Officer Interests (including reasons thereof)
7. Requests for Dispensation
8. Clerks' Update Report (Attached)
9. Public Reports for Decision

(1) Occupational Health Support Contract

Town Clerk

10. Exclusion of the Press and Public

To consider passing the following resolution:

"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 matter due to the confidential nature of the business to be discussed".

11. Confidential Reports for Decision

- 1) Staffing Committee Budget

To consider an update report for the 2026-27 staffing budget

Head of Finance/
Town Clerk

- 2) Staffing Update Report

To receive an update on staffing matters since the last meeting of the Committee and consider any actions which may arise.

Town Clerk

- 3) Staffing Review

To consider a report on the establishment review.

Town Clerk

- 4) To consider any other confidential staffing matters

Town Clerk

Date of next meeting

5.30pm 3rd September 2026

PUBLIC Minutes of the Meeting of the Staffing Committee, St Ives Town Council, on 26th March 2026 held in the Committee Room, The Guildhall, St Ives at 5.30 pm

PRESENT

Chair – Councillor S Hynes

Vice-Chair – Councillor T Harris

COUNCILLORS

Arthur K, McNamee S, Mitchell A, Wells J

IN ATTENDANCE

None

OFFICERS

Town Clerk

ST.63 APOLOGIES FOR ABSENCE

None

ST.64 MINUTES

RESOLVED – that the Chair signs as a true and correct record the Public Minutes of the Staffing Committee meeting held on January 19th 2026.

ST.65 CHAIR’S ANNOUNCEMENTS

Councillor McNamee was welcomed to the Committee.

ST.66 DECLARATIONS OF COUNCILLOR / OFFICER INTEREST

The Town Clerk declared an interest in item 8.4 outcome of job evaluation. This had been scheduled to be the last item on the agenda and at that point, they would withdraw from the meeting, and the Committee Chair would present a report to the Committee.

ST.67 REQUESTS FOR DISPENSATION

There were no requests for dispensation

ST.68 PUBLIC REPORTS FOR DECISION

The Committee noted that there were no public reports for decision.

ST.69 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.70 STAFFING COMMITTEE BUDGET 2026-27

The Committee considered a budget outturn 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 the Committee had resolved to appoint a new Deputy Town Clerk on a competitive spinal point and also, the outcome of a reported job evaluation.

In addition, the Committee acknowledged that, whilst in-year savings were being utilised to fund establishment increases, this was not a sustainable strategy for the long term and this would need to be addressed as part of budget setting.

The Committee RESOLVED to NOTE the updated report on the 2025-26 establishment and APPROVE the proposed approach to any savings within the Staffing establishment in 2025-26.

ST.71 STAFFING REVIEW

The Committee considered a scoping report on a planned review of staffing. It noted that some changes at senior manager level had taken place through natural turnover in the establishment and also considered key drivers for the review. After debate, it resolved that the Town Clerk, in consultation with the Chair of the Committee use the principles set out to come up with some options for the Committee to consider.

The Committee RESOLVED to

APPROVE the principles for the review, as set out in the report and DELEGATE initial work to the Town Clerk, in consultation with the Chair of the Committee to develop more detailed options and proposals for review at the next meeting.

ST.72 OUTCOME OF JOB EVALUATION

The Town Clerk declared an interest and left the meeting.

The Committee Chair presented the conclusions of job evaluation to the Committee and correspondence from SW Councils.

The Committee RESOLVED to

- i) Accept the recommendations of the job evaluation with the pay award being from the date of submission, in April 2025. The financial implications of which to be funded from savings from the 2025-26 establishment outturn and
- ii) RECOMMEND to Council that future increases be reflected in the 2026-27 establishment.

ST.74 DATE OF NEXT SCHEDULED MEETING: 5.30pm 6th July 2026

Meeting Closed at 18.42

CHAIR: