

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN
COUNCIL HELD ON WEDNESDAY 14TH MARCH 2018**

PRESENT: Cllr: F J Hawke (Chair); S Thomson (Deputy Chair)
Cllrs: T de Galleani, B Harriss,.

IN ATTENDANCE: Town Clerk: C Pritchard-Williams

1. APOLOGIES FOR ABSENCE

Cllrs: D Kelland, R Lyon

2. DECLARATIONS OF INTEREST.

There were none

It was decided to deal with item 3 in committee

3. TIMESHEETS FOR NON-SALARIED MANUAL STAFF

There was a discussion about how all non-salaried manual staff should be filling out weekly timesheets.

Cllr Thomson said that this has been agreed in principle at the Full Council meeting in January but had been passed to Personnel.

Proposal: To approve these timesheets and start using them as soon as possible.

Proposed: Cllr Harriss

Seconded: Cllr de Galleani

All Councillors were in Favour

4. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr. De Galleani

Seconded: Cllr. Harriss

Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

5. REQUIREMENT OF MANUAL STAFF TO WEAR PPE CLOTHING

The Chairman went through the list of safety equipment and explained that there is a need for the manual staff to wear their supplied Personal Protection Equipment PPE clothing at all times. A discussion ensued where all councilors agreed that all manual staff should wear the PPE clothing issued at all times whilst at work and that the Manual Staff Uniform and PPE Policy document should be signed by all staff.

Proposal: That all manual staff sign the new PPE policy.

Proposed: Cllr S Thomson

Seconded: Cllr B Harriss

The meeting closed at 18.40