

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL
HELD ON WEDNESDAY 11TH JULY 2018 at 3PM**

PRESENT: Cllrs: T de Galleani, B Harriss; F J Hawke (Chairman);
R Springett; S Thomson (Vice Chair)

IN ATTENDANCE: Town Clerk: C Pritchard-Williams

7. APOLOGIES FOR ABSENCE

Cllrs: P Allen

8. DECLARATIONS OF INTEREST

There were none

9. POLICY DOCUMENTS

The Chairman spoke about the need to review the Council policies annually or bi-annually and listed the policies that would need to be reviewed.

The Chairman said that we would do this in-house and all Cllrs agreed.

Cllr Springett suggested doing one policy at a time and circulating it between Councillors for comments.

The Clerk mentioned that as part of the review for the Health and Safety policy, additional items will need to be added now that we have a Town Groundsman and Gardener.

Cllr Springett said that a Safeguarding Policy for vulnerable adults and children would need to be created and he said that he would be able to draft one.

All Cllrs agreed this was the best way forward.

10. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Springett

Seconded: Cllr de Galleani

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.

11. TO NOTE NEW PAY SCALE FROM NALC

Councillors viewed the new pay scales (2% increase), that have been issued from NALC

Proposed: Cllr Springett

Seconded: Cllr Harriss

Resolved: That the Council accept these new pay scales

A Confidential Staffing Proposal was circulated to all Cllrs to highlight the need for additional hours for existing staff and an additional staffing post to be created to take on some of the tasks that are currently not being actioned.

12. ADDITIONAL HOURS FOR EXISTING RECEPTIONIST (full time)

A discussion took place about the receptionist's position and it was agreed to increase the receptionist's hours to full time.

Proposed: Cllr Thomson

Seconded: Cllr Harriss

Resolved: All Cllrs were in favour of increasing the receptionist's hours to full time from the beginning of August.

13. ADDITIONAL OFFICE ADMINISTRATION POST

A discussion took place about the new administration position, suggestions were made to the proposed staffing structure diagram and job titles were discussed.

A draft job description was circulated and was thought to be along the right lines.

Pay scale was discussed and agreed upon.

Proposed: Cllr Springett

Seconded: Cllr Thomson

Resolved: All Cllrs were in favour of creating this new staffing post and to go ahead and advertise for the position.

14. ADDITIONAL HOURS FOR EXISTING CARETAKER/HANDYMAN (full time)

There was a discussion about extending the current caretaker/handyman's hours from 25 to 37.5 hours. The Clerk highlighted the staffing proposal and explained that due to losing two members of staff recently (Market Assistant & Caretaker), this member of staff was currently filling in for the Market Assistant and Caretaker which meant there was no time left to help the Maintenance Manager with the current workload.

It was noted that this member of staff has been working overtime on a regular basis for this purpose.

Cllrs also discussed the job title of this post and a suggestion of Market / Maintenance Assistant was suggested.

Proposed: Cllr Springett

Seconded: Cllr Harriss

Resolved: All Cllrs were in favour of increasing the Market / Maintenance Assistant's hours to full time from the beginning of August, recognising that he has worked overtime on a regular basis.

15. APPOINTMENT OF REPLACEMENT CARETAKER / CLEANER

There was a discussion about the recent interviews which unfortunately hadn't been successful. Cllrs thought the position should be re-advertised but if necessary to go ahead and employ a caretaker/cleaner from a temping agency.

Proposed: Cllr Hawke

Seconded: Cllr de Galleani

Resolved: All Cllrs were in favour of going ahead and employing a caretaker/cleaner from a temping agency at similar costs or less for the assistant gardener, but to continue to advertise for a permanent person.

16. APPOINTMENT OF AGENCY ASSISTANT GARDENER (TEMP AGENCY)

There was a discussion about the solution for filling the role of assistant gardener and how the Groundsman had suggested and researched using a temping agency. The Cllrs thought this was acceptable to hire somebody from the temping agency for a short period of time until the end of Sept/Oct 2018.

Proposed: Cllr de Galleani

Seconded: Cllr Harriss

Resolved: All Cllrs were in favour of going ahead and employing an assistant gardener from a temping agency at the agreed costs.

17. BUDGET

The budget was discussed as part of the confidential staffing proposal and the Clerk and the Finance Officer had agreed that there was additional money in the budget to cover the additional hours and staff.

Proposed: Cllr Springett

Seconded: Cllr Harriss

Resolved: All Cllrs agreed that because there was available budget, to move forward with employing the additional staff / hours.

The meeting finished at 4.15pm