

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL
HELD ON TUESDAY 23rd OCTOBER 2018 at 3PM**

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

IN ATTENDANCE: Town Clerk: C Pritchard-Williams

18. APOLOGIES FOR ABSENCE

Cllrs: Allen & Harriss

19. DECLARATIONS OF INTEREST

There were none

20. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Thomson

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.

21. AD HOC HOURS FOR MARKETING CONSULTANT FOR PR WORK

The Clerk explained that it would be good to keep our current Marketing Consultant on an ad hoc basis so that we could use her for Press Releases and certain news events, it was agreed that it wasn't the best use of her time to update our social media pages.

There was a general discussion about this and it was agreed that this was the best step forward for all PR related issues.

Proposed: Cllr de Galleani

Seconded: Cllr Thomson

Resolved: To allow the current Marketing Consultant up to 104 hours a year starting from November 2018. This would be for PR related issues and not for updating our social media pages.

22. POLICY DOCUMENTS

The Clerk circulated a new 'Out of Hours Policy' for staff members which covers staff working out of normal hours when an emergency comes up to do with one of our properties or assets, and all Cllrs present thought this was a good idea.

Cllr Springett asked for a cascading system of who to call to be circulated to all Cllrs for out of hours emergencies.

Proposed: Cllr Springett

Seconded: Cllr Hawke

Resolved: To approve the new 'Out of Hours Policy' and once ratified at the next Full Council meeting put into action.

23. CONFIRM RECEPTIONIST'S POSITION FOLLOWING 6 MONTH REVIEW

The Chairman spoke about how the Receptionist had completed her 6 month probationary period, and that all staff were pleased with how she was getting on. It was agreed in the review to give her one additional increment from November 2018 onwards.

All Cllrs attending the meeting were in agreement that the receptionist was doing a very good job.

24. REVIEW FINANCE OFFICER'S JOB DESCRIPTION

The Clerk circulated some changes to the existing job description for the Finance Officer ahead of the up and coming appraisals. Cllrs suggested a couple of changes to the job description and the layout but to accept this updated job description once the changes have been made.

All Cllrs attending the meeting were in agreement.

25. REVIEW ADMINISTRATOR'S JOB DESCRIPTION

The Clerk circulated some changes to the existing job description for the Administrator ahead of the up and coming appraisals. Cllrs suggested a couple of changes to the job description and the layout but to accept this updated job description once the changes have been made.

All Cllrs attending the meeting were in agreement.

Proposed – Cllr Springett

Seconded – Cllr de Galleani

All Cllrs attending the meeting voted to come out of committee