

**Present**

\*Councillor F J Hawke – Chairman

\*Cllr P F Allen

\*Cllr L M Barnes

\*Cllr R E Chilcott

\*Cllr T de Galleani

\*Cllr I A Pritchard

Cllr S Smith

Observers: Cllr M Baillie

Cllr R F Rendle

\*Denotes attendance

#Denotes apology for absence

Members discussed taking agenda item 4 – Human Resource Advice in Committee at the end of the meeting.

**Proposed: Cllr P F Allen**

**Seconded: Cllr T de Galleani**

**Resolved: That agenda item 4 Human Resource Advice be taken in committee at the end of the meeting.**

Cllr Pritchard requested a recorded vote.

For the motion

Cllr P F Allen

Cllr T de Galleani

Cllr R E Chilcott

Cllr F J Hawke

Against

Cllr L M Barnes

Cllr I A Pritchard

Abstentions

None

**1. ELECTION OF VICE-CHAIRMAN.**

**Proposed: Cllr R E Chilcott**  
**Seconded: Cllr I A Pritchard**

**Resolved: That Cllr L M Barnes be appointed Vice-Chairman of the Personnel Committee.**

**2. DECLARATIONS OF INTEREST**

There were none.

**3. CHANGE TO THE TITLE OF THE ADMINISTRATION ASSISTANT.**

The Clerk explained that as the Administration Assistant was now the only member of staff dealing with Administration it was proposed that her title be changed to Administrator.

**Proposed: Cllr P F Allen**  
**Seconded: Cllr T de Galleani**

**Recommended: That the title of the Administration Assistant be changed to Administrator.**

**4. TO CONSIDER THE APPOINTMENT OF AN ASSISTANT TO THE MAINTENANCE MANAGER**

Members acknowledged the need for the additional resource to cover caretaking and allow the Maintenance Manager to concentrate on maintenance and redecoration issues.

Cllr Barnes wished to review all the manual staff hours and it was agreed that the Clerk would provide Cllr Barnes with job descriptions for the manual staff posts. Following the review a special Personnel Committee meeting would be called before the end of June to set the job description, hours and salary scale for the Assistant to the Maintenance Manager.

**Proposed: Cllr P F Allen**  
**Seconded: Cllr R E Chilcott**

**Recommended: That the post of Assistant to the Maintenance Manager be established.**

**5. TO CONSIDER THE APPOINTMENT OF AN OFFICE TRAINEE.**

Members discussed the appointment of an apprentice to assist in the Council offices. The Chairman would investigate this and contact South Devon College with a view to re-discussing this at the special Personnel meeting later in June.

Members were content to leave the provision of additional cover needed for the offices during staff leave or sickness to the Clerk.

**Proposed: Cllr R E Chilcott**  
**Seconded: Cllr T de Galleani**

**Recommended: That the Clerk be given authority to arrange office staffing cover, during staff leave or sickness as and when necessary.**

**6. TO CONSIDER AMENDMENTS TO THE STAFFING BUDGET FOR 2016/2017.**

The Clerk explained that it would be necessary to consider the additional costs of staff appointments and pension auto-enrolment (due to come in to effect on 1<sup>st</sup> April 2015) when setting the budget for 2016/2017.

**Proposed: Cllr P F Allen**  
**Seconded: Cllr T 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.**

**7. HUMAN RESOURCES ADVICE**

The Chairman explained that the Town Council had previously decided to seek outside professional personnel advice.

Cllr Cooke detailed the 2 quotations for personnel services which had been circulated to members. Advice would be sought on Town Council personnel policies, staff appraisals, procedures and practices.

**Proposed: Cllr F J Hawke**

**Seconded: Cllr I A Pritchard**

**Recommended: That Fitzgerald HR be engaged to provide professional personnel advice to Dartmouth Town Council.**