

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL
HELD ON MONDAY 9TH MARCH 2020 at 4PM**

PRESENT: Five Cllrs were in attendance
Cllrs: M Baillie; C Campos; D Case (Chair); T de Galleani (Vice Chair) & M Webber.

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Cllrs: P Allen; D Shepherd

PART 1 - Open to the Public

42. APOLOGIES FOR ABSENCE

Apologies were received from Cllr R Lyon

43. DECLARATIONS OF INTEREST

There were none

It was agreed to move the following two items into the public section rather than the confidential section.

44. TO DISCUSS AND APPROVE THE FOLLOWING DOCUMENTS:

Flexible Working Policy

Cllrs discussed the new Flexible Working Policy that Cllr Case had written.

Proposed: Cllr Campos

Seconded: Cllr de Galleani

Recommended: To recommend to Full Council that this policy be approved.

Cllr Allen spoke about the dangers of lone working and other health and safety implications.

Cllr Shepherd asked if one day a week the office could be open until 4pm, and it was suggested that the office do this on a Monday, the Clerk said she would bring this to the next staff office meeting.

45. TO DISCUSS THE PROCESS OF APPOINTING AN APPRENTICE

Cllr Case shared information on the process for offering an apprenticeship should such an opportunity arise in the future, referring to an example of a Horticulture / Landscape Operative Level 2 apprenticeship through South Devon College.

Cllr Allen said this could be an opportunity for other roles and not just the gardening team.

There was a discussion about running a job fair in the Guildhall in the future.

Cllr Campos said she was in support of this but we should be mindful of staff costs moving forward.

46. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr D Case

Seconded: Cllr C Campos

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.

PART 2 – Confidential

47. TO UPDATE ON APPRAISALS

The two appraisals that had been done so far were discussed and the clerk confirmed that all of them should be done by the end of March or mid April.

48. TO AGREE PROMOTION / CONSIDER PROMOTING THE FINANCE OFFICER TO THE RESPONSIBLE FINANCE OFFICER FOLLOWING ON FROM APPRAISAL.

Cllrs discussed the promotion of the current Finance Officer

Proposed: Cllr Case

Seconded: Cllr Webber

Resolved: To recommend to Full Council that the current Finance Officer is promoted to Responsible Financial Officer, with the caveat that the Clerk continues to oversee the role for the next 12 months.

Other caveats were noted and will be relayed back to the Finance officer.

Three Cllrs were in favour, two Cllrs were against.

49. TO CONSIDER AN INCREASE ON THE TOWN SERGEANTS RETAINER AND CIVIC EVENT ATTENDANCE FEE.

Cllrs discussed an increase in the Town Sergeants retainer and Civic Event attendance fee.

Proposed: Cllr Case

Seconded: Cllr Campos

Resolved: To recommend to Full Council that the Town Sergeants retainer and Civic Event attendance fee is increased to the agreed amount.

All in favour

50. TO DISCUSS AND RESPOND TO THE TWO CURRENT FLEXIBLE WORKING REQUESTS

Cllrs discussed the two requests from the two members of staff and approved them.

Proposed: Cllr Case

Seconded: Cllr de Galleani

Resolved: To recommend to Full Council that these two requests are approved.

All Cllrs were in agreement for both requests

Cllrs asked if the office could be opened to the public at 8.30 when these two flexible working requests were approved by Full council and the Clerk said that she would also bring this to the next staff office meeting.