

Present

*Cllr F J Hawke – Chairman

*Cllr T de Galleani

*Cllr B T Harriss

*Cllr D R Kelland

#Cllr R M Lyon

*Cllr S E Thomson

Observers: Cllr G B F Coles
Cllr R W I Cooke

*Denotes attendance

#Denotes apology for absence

1. ELECTION OF VICE-CHAIRMAN.

Proposed: Cllr T de Galleani

Seconded: Cllr D R Kelland

Resolved: That Cllr S E Thompson be elected Vice-Chairman of the Personnel Committee for the ensuing year.

For the new members of the Personnel Committee present the Chairman informed the meeting that all the Town Council's policies formulated by Fitzgerald HR were available in the Town Council offices. Any disciplinary matters would be considered by the Mayor and Deputy Mayor.

2. DECLARATIONS OF INTEREST.

There were none.

Proposed: Cllr T de Galleani

Seconded: Cllr D R Kelland

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.

3. TO CONSIDER STAFF GRADING CHANGES FOR 2 MEMBERS OF STAFF.

Details of proposed new pay grades for two members of staff had been circulated to members.

The Clerk told the meeting that the new pay scales would equate to an hourly rate of £10.46 and could be funded within the 2% increase of the establishment budget for 2017/2018.

All those present agreed that the 2 members of staff concerned had repeatedly gone beyond the remit of their job descriptions, had taken on extra responsibilities and had saved the Town Council and rate payers of Dartmouth a great deal of money. Cllr Harriss stressed the need to reward excellence in the Town Council's staff.

The proposals made were both approved and recorded in Confidential Personnel minute no. 1/17.

It was agreed that all staff job descriptions would be reviewed at the next Personnel Committee meeting on 14th June 2017.