

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL
HELD ON MONDAY 15th OCTOBER 2019 at 3PM**

PRESENT: Cllrs: M Baillie; C Campos; D Case (Chair); T de Galleani (Vice Chair);
R Lyon.

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Groundsman: Rob Harkness;
Gardener: Matt Horan.

PART 1 - Open to the Public

26. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Webber

27. DECLARATIONS OF INTEREST

There were none

28. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr Case

Seconded: Cllr 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

The Groundsman and the Gardener entered the room

The Chair said that she would like to change the order of the agenda, she would like to bring the item TO DISCUSS THE BEST OPTION FOR BRINGING TOILET CLEANING IN-HOUSE forward to allow the Groundsman and the Gardener to contribute and also to move the item TO DISCUSS EMPLOYEE GRIEVANCES to the end and ask the Clerk to leave the meeting.

29. TO DISCUSS THE BEST OPTION FOR BRINGING TOILET CLEANING IN-HOUSE

There was a general discussion about a proposal from the Groundsman and the Gardener for bringing the toilet cleaning in house. The Groundsman said that if we brought them in house we would save money and the team could be more flexible freeing up time for the grounds team to do a bit more work around the town.

He said he had drawn up a new rota/schedule to include the toilet cleaners as well as additional staff for the grounds team, the toilet cleaners would be on a 9h 45 min day which would work over 4 days a week, this way they could be in early to litter pick the park which would save the existing team 15 hours a week.

There is a 'pool labourer' in this mix which would cover sickness, holiday, help with the maintenance team, open spaces team and the toilets. And between himself and the new Corporate Properties manager they could see where there was a vacancy

and allocate accordingly as the pool labourer could also possibly help with simple maintenance jobs and caretaking, it would be a more flexible working arrangement.

The Groundsman said that this was how it used to work at SHDC where some people didn't have a job nailed to them but they were flexible and it tasks would be agreed at the start of the week. This 'pool' person would have to be flexible with a wide range of skills and they would have to manage their own time because there would be less sight of what they were doing.

The Groundsman said that this proposal would equate to 4.5 full time staff for the Open Spaces team plus the additional 2 Toilet Cleaners: a Manager, a Supervisor, a Gardener with horticultural experience (new full time position), an Assistant Gardener and a Pool Labourer (new part time position)

Cllr Campos noted that the Council would have to take into consideration the costs of NI & pension on top of this.

Cllr Lyon noted that the Council were already saving money by bringing the grass cutting contract in house last year.

There was an idea to offer to take on a contract to clean the park and ride toilets. The Groundsman said that the open spaces team would work 5 days in 7, which means a flat rate when they do work over the weekend, which would be a saving from the existing contract with Acorns.

The Groundsman said that the standard of cleaning hasn't been great, especially noted with the showers and that sign off sheets would be introduced.

Cllr Campos said she thought that we need to look at the cost implications of this and asked for figures to be collated.

Proposed: Cllr Campos

Seconded: Cllr Baillie

Resolved: To look at the costs of the proposal from the Groundsman and Gardener for the new team and compare it to the existing costs for the cleaners and the grounds team

All Committee members in attendance were in favour.

It was also asked for the office to approach SHDC to ask if they would be interested in DTC taking over cleaning the park and ride toilets in the future.

There was a discussion that these costs should be brought back to the Personnel Committee and that they should then go to the Parks and Open Spaces Committee.

The Groundsman and the Gardener left the meeting at this point.

30. TO DISCUSS THE INDUCTION PLAN FOR THE CORPORATE PROPERTIES MANAGER STARTING

The Chair said that our new Corporate Properties Manager had accepted the position and the Clerk said that he would be starting on the 11th November but coming in earlier to sign paperwork.

The Chair asked about an induction plan and the Committee discussed ideas and it was agreed that the Clerk would work with the Properties Administrator on an induction plan.

31. TO DISCUSS THE APPRAISAL PROCESS FOR ALL STAFF, PLUS LEARNING AND DEVELOPMENT PLANS FOR 2020

There was a discussion about who would carry out the appraisals on members of staff and it was decided that it would be shared around the whole Personnel Committee alongside the Clerk.

For the Clerk the appraisal should be with the Chair of Personnel and the Mayor.

It was discussed to schedule the appraisals in around November/December.

A 360 degree appraisal process was discussed and would be looked into.

The Clerk was asked to re-circulate the appraisal form to all Committee members.

Training Development Plans were discussed, and it was asked for the Clerk to do some research on this.

It was also suggested that our new Corporate Properties Manager could come up with a training development plan for his team.

It was suggested that we organise both first aid & defibrillator training organised for staff and any Cllrs who wants to attend.

32. TO AGREE DATES AND PROCESS FOR RECEPTIONIST SHORTLISTING & INTERVIEWS

There was a general discussion on the recruitment for a new Receptionist. It was agreed by the Committee that they didn't think it was worth paying for an advert in the Chronicle but to ensure that posters were up on all the Council notice boards and that it was on the website and our Facebook page, there was also a discussion on whether there would be an informal get together for all Cllrs to meet the candidates and it was agreed that this was not necessary. The Committee agreed that they could shortlist and then go straight to interviews.

The committee agreed that the interview panel would be the Clerk and two other members of the Personnel Committee, the interviews would take place on Tuesday 5th November with the Clerk; Cllr Baillie; Cllr Campos and on the Wednesday 6th November with the Clerk, Cllr Baillie and Cllr Case.

Proposal: Cllr Case

Seconded: Cllr Campos

Resolved: That it was not necessary to arrange an informal get together for all Cllrs to meet the candidates and instead to shortlist and then go straight to interviews with the agreed panel.

33. TO DISCUSS EMPLOYEE GRIEVANCES

The Clerk was asked to leave the room at this point.

There was a general update on staff grievances.

The meeting finished at 16.30