

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL  
HELD ON TUESDAY 22<sup>nd</sup> JANUARY 2019 at 3PM**

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

**IN ATTENDANCE:** Town Clerk: C Pritchard-Williams

**PART 1 - Open to the Public**

**26. APOLOGIES FOR ABSENCE**

Cllr Allen

**27. DECLARATIONS OF INTEREST**

There were none

**PART 2 – Confidential**

**28. EXCLUSION OF PRESS AND PUBLIC**

**Proposed:** Cllr Springett

**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.

All Cllrs attending the meeting were in favour.

**29. TO DISCUSS AND RESOLVE INSURANCE CLAIM FOLLOWING THE DEATH OF A TOWN COUNCIL MEMBER OF STAFF**

The Chairman spoke about this unfortunate accident and explained that he had discussed this with the Mayor. All Councillors agreed that in these circumstances the insurance money should be directed towards the member of staff's estate.

**Proposed:** Cllr Springett

**Seconded:** Cllr Thomson

**Resolved:** To give the insurance money to his estate minus any costs incurred by the council in replacing him.

**30. TO DISCUSS AND RESOLVE MAINTENANCE STAFF RESTRUCTURE**

The Clerk spoke about the maintenance staffing re-structure which is due to take place on the 1<sup>st</sup> February 2019.

The full time Maintenance Manager is retiring from this full-time position to become the part-time Market Assistant.

There will be two Caretaker/Cleaner/Maintenance roles which will be filled by the existing Maintenance Assistant and the new employee.

The schedule of works will be carried out by the Properties Administrator.

**31. TO CONFIRM APPOINTMENT OF NEW CARETAKER / MAINTENANCE**

Interviews took place on Monday 21<sup>st</sup> January and the Council appointed Wayne Vincent who will start on Monday 18<sup>th</sup> February.

All Cllrs attending the meeting were in agreement.

Cllr Springett also said that we would need a responsible person for health and safety, which would probably be our Properties Administrator who would work with our Groundsman.

**32. TO DISCUSS AND RESOLVE CONFIDENTIAL PERSONNEL REPORT FROM TOWN CLERK**

The Chairman said that this had been previously seen by the Finance committee and the Personnel Committee but that he required the opportunity to review the confidential personnel report and to bring it back to the next meeting.

Cllr Springett said that the additional costs had been agreed at the Finance Committee meeting and put into the budget.

**Proposed:** Cllr Springett

**Seconded:** Cllr Thomson

**Resolution:** That the Personnel Committee meet again in February to review the confidential personnel report but to note that all Councillors attending the meeting were in agreement with the bench marking against other local council staffing costs.

Cllr Springett also said that there should be a review of the Properties Administrator's position due to enhanced responsibility.

**33. TO DISCUSS AND RESOLVE POLICY DOCUMENTS**

- **SUNDAY WORKING HOURS POLICY**

The Clerk apologised that a policy hadn't been produced in time and a general discussion took place around this topic.

This policy would apply to all bookings on a Sunday (excluding Regatta, Food Festival and Music Festival)

- **NEXT OF KIN FORM**

It had been highlighted from the Council's insurance company that the Council needed a next of kin form to be created for both Cllrs and members of staff. This would enable staff to notify the next of kin if any Cllr or staff member was sick, but also to help with any insurance claim.

The Clerk circulated a form that had been created.

**Proposed:** Cllr Springett

**Seconded:** Cllr de Galleani

**Resolution** To accept the new next of kin form for all Cllrs and members of staff and to start using it after the next Full Council meeting on February 4<sup>th</sup> 2019 once approved.

**34. TO NOTE AND DISCUSS THE MINUTES FROM THE OFFICE MEETING HELD ON WEDNESDAY 9<sup>TH</sup> JANUARY 2019**

The minutes from the office meeting were circulated to all Cllrs present.

Cllr Springett spoke about item 3. Office Space, and that now that we had five members of staff in the office conditions were cramped and noisy.

He said that this now needs to be brought back to the Corporate Property Committee to be discussed as to what the next steps should be.

*Meeting closed at 3.50*