

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL
HELD ON MONDAY 18TH FEBRUARY 2019 at 11AM**

PRESENT: Cllrs: P Allen; T de Galleani; B Harriss; R Springett; S Thomson (Vice Chairman)

IN ATTENDANCE: Town Clerk: C Pritchard-Williams

PART 1 - Open to the Public

35. APOLOGIES FOR ABSENCE

Cllr F J Hawke (Chairman)

36. DECLARATIONS OF INTEREST

There were none

PART 2 – Confidential

37. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr de Galleani

Seconded: Cllr Harriss

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.

38. TO DISCUSS AND RESOLVE THE CONFIDENTIAL STAFFING PROPOSAL

Cllrs discussed the Clerk's confidential staffing proposal and made the decision to appoint SW Councils to do a full review of staffing positions.

Proposed: Cllr Thomson

Seconded: Cllr Springett

Resolved: To appoint SW Councils to do a full review of staffing positions.

All Cllrs attending the meeting were in favour.

Cllr Allen left the meeting.

39. TO DISCUSS THE PROPERTIES ADMINISTRATOR ROLE

Cllrs discussed the recent review that took place for the Properties Administrator. Cllrs thought this was a good starting point and said that this would be reviewed further within the general review of staffing positions from SW Councils, agenda item 38.

40. TO DISCUSS THE RECEPTION ROLE

Cllrs discussed the reception role and said that this would be reviewed further within the general review of staffing positions from SW Councils, agenda item 38.

41. TO DISCUSS THE NEED FOR A SEASONAL WORKER TO HELP THE GARDENING TEAM IN THE SUMMER MONTHS

Cllrs discussed the issue of a seasonal worker to help the gardening team over the busiest months of the year and this position would require the employee to drive in order to help with the watering of the hanging baskets. The Clerk explained that the current insurance required all employees to be at least 25 years old to drive council vehicles, also that the employee would need a B+E license to tow a trailer. The Clerk was asked to discuss with the insurance company the current age limit for driving Cllr vehicles and also the possibility of the seasonal worker using their own vehicle.

Cllr Springett also suggested that a student could be employed for the summer months only to help with litter picking in the town, and they wouldn't need to drive, the Clerk said she would speak with the Groundsman about this.

Proposed: Cllr Springett

Seconded: Cllr de Galleani

Resolved: To advertise for a seasonal worker to help the gardening team over the busiest months of the year as well as a student to help with the litter picking over the summer months of June, July, August & September.

All Cllrs attending the meeting were in favour.

42. POLICIES

A draft policy document was circulated, Cllrs discussed this policy and agreed it. Cllr de Galleani said that she thought staff working above their normal 37.5 hours should be given time and half as standard and double on a Sunday.

Proposed: Cllr Springett

Seconded: Cllr Harriss

Resolved: To approve this Staff Shortage Caretaking Policy

All Cllrs attending the meeting were in favour.

43. TO NOTE THE NJC NATIONAL PAY AND GRADING SCALES FOR 2019

The new NJC national pay and grading scales for 2019 were circulated to Cllrs, the Clerk explained that the grading scales were changing from April 2019 and that an employee previously on SCP13 would now be on the equivalent scale of SCP 4, and to also note the 1% increase.

All Cllrs attending the meeting were in favour of the new NJC national pay and grading scales for 2019.