

**Present**

\*Cllr F J Hawke – Chairman

\*Cllr L M Barnes – Vice-Chairman

#Cllr P F Allen

\*Cllr T de Galleani

#Cllr I A Pritchard

\*Cllr S E Thomson

Observers: Cllr G B F Coles  
Cllr R W I Cooke  
Cllr R M Lyon  
Cllr R F Rendle

\*Denotes attendance

#Denotes apology for absence

The Chairman reminded those present that members who were not part of the committee that he would only allow them to speak once on each item.

**1. DECLARATIONS OF INTEREST**

Cllr de Galleani declared a personal interest in agenda item 3 – matters referred from Full Council.

**Proposed: Cllr T de Galleani**

**Seconded: Cllr S E Thomson**

**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.**

**2. PERSONNEL MATTERS REFERRED FROM FULL COUNCIL ON 5<sup>TH</sup> OCTOBER 2015.**

The Chairman informed the meeting that the Town Council were no longer members of South West Councils and that the cost of a Staff Review by them would cost £2,237.50 plus travel expenses plus VAT. Members discussed the previously proposed pay increases for the Administration Officer and the Maintenance Manager (details in confidential minute no. 2/15).

**Proposed: Cllr T de Galleani**  
**Seconded: Cllr S E Thomson**

**Recommended: That the Administration Officer's pay be increased by 2 scale points from SCP16 to SCP18 from 1<sup>st</sup> November 2015.**

**Proposed: Cllr T de Galleani**  
**Seconded: Cllr S E Thomson**

**Recommended: That the Maintenance Manager's pay be increased by 2 scale points from SCP15 to SCP17 from 1<sup>st</sup> November 2015.**

**Proposed: Cllr T de Galleani**  
**Seconded: Cllr S E Thomson**

**Recommended: That the Town Council does not employ South West Councils to carry out a Staffing Review.**

### **3. THE TOWN COUNCIL'S PENSIONS DISCRETION POLICY.**

The Committee reviewed the Pensions Discretion Policy following correspondence from Peninsula Pensions. It was agreed that all Pensions Discretions would be considered on a case by case basis.

**Proposed: Cllr T de Galleani**  
**Seconded: Cllr S E Thomson**

**Recommended: That the Town Council's Pensions Discretion policy is to take each application regarding staff pensions on a case by case basis.**

**4. REVIEW OF THE TOWN COUNCIL'S POLICIES AND STAFF FORMS.**

Following a meeting of the Personnel Committee with Richard Vain from Fitzgerald HR, members reviewed the following policy and staffing documents. It was noted that with minor changes to the Contract of Employment and Health and Safety Policy and the addition of an anti-bribery policy and staff handbook all the Town Council's policies were up to date. A copy of the amended documents would be sent out to all Councillors. The Chairman would investigate the cost of retaining Fitzgerald HR or of receiving updates on an ad hoc basis.

- Statement of Training Policy
- Anti-Bribery Policy
- Contract of Employment
- Staff Disciplinary Procedure
- Employee Handbook
- Equal Opportunities Policy
- Grievance Procedure
- Health and Safety Policy
- Lone Working Policy
- Manual Staff Annual Appraisal Form
- Office Staff Annual Appraisal Form

**Proposed: Cllr F J Hawke**

**Seconded: Cllr T de Galleani**

**Recommended: That the changes and additions to the Town Council's policies as suggested by Fitzgerald HR be accepted.**