

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL
HELD ON MONDAY 15TH JULY 2019 at 2PM**

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

IN ATTENDANCE: Town Clerk: C Pritchard-Williams; Cllr L Williams

PART 1 - Open to the Public

9. APOLOGIES FOR ABSENCE

Cllrs: C Campos; M Webber

10. DECLARATIONS OF INTEREST

There were none

11. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr T de Galleani

Seconded: Cllr R Lyon

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

12. TO DISCUSS SPLITTING THE ROLE OF PROPERTIES ADMINISTRATOR INTO TWO ROLES; AGREE THE JOB DESCRIPTIONS; SALARY BENCHMARKS AND AGREE A WAY FORWARD.

Cllrs discussed splitting the role of Properties Administrator into two different positions and job descriptions were circulated for a Corporate Properties Manager and an Administrator.

Some changes were suggested to the job descriptions and were then agreed by all Cllrs attending the meeting and circulated during the meeting via email to the Personnel Committee.

All Cllrs agreed to advertise the role of Corporate Properties Manager.

Salaries were discussed and pay scales were suggested but it was agreed to take into consideration the review from SW Councils which would be delivered shortly. Additional finances would need to be approved by the Finance Committee. All Cllrs attending the meeting agreed.

The existing Receptionists role was discussed and suggested that considering this member of staff currently manages the Boat Float and the two dinghy parks on Coronation Park and Warfleet as well as helping to manage the market stalls, she would be suitable and free to apply for the role of Administrator (Properties).

The Clerk said that she had asked SW Councils who had advised that this position could be advertised internally first and that the Receptionist had expressed an interest in this position.

All Cllrs attending the meeting agreed.

If the Receptionist was successful then the office would be advertising for an additional Receptionists position, possibly part time.

It was also discussed that the office may need to get in place a temporary Receptionist whilst we are advertising and recruiting.

All Cllrs attending the meeting agreed.

13. TO DISCUSS AND AMEND THE EXISTING OUT OF HOURS PAY POLICY

Cllrs discussed this policy and the Chair suggested an amendment that all Cllrs agreed to.

14. TO REPORT THAT A REVIEW OF ALL PERSONNEL POLICIES AND PRACTICES WILL BE TAKING PLACE OVER THE NEXT SIX MONTHS.

The Chair reported that a review of all the Personnel Policies and Practices would be taking place over the next six months.

Mtg finished at 15.45