

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL
HELD ON MONDAY 16th SEPTEMBER 2019 at 3PM**

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

IN ATTENDANCE: Town Clerk: C Pritchard-Williams
Cllrs: D Shepherd; R Rendle; L Williams.

PART 1 - Open to the Public

15. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Campos and Cllr Lyon

16. DECLARATIONS OF INTEREST

There were none

17. EXCLUSION OF PRESS AND PUBLIC

Proposed: Cllr D Case

Seconded: Cllr T 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.

PART 2 – Confidential

18. TO REVIEW JOB DESCRIPTION AND AGREE RECRUITMENT PROCESS FOR TOWN SERGEANT

The Chair said that following a request from Cllrs the item to discuss the role of Town Sergeant would be moved to the next Full Council meeting.

Proposed: Cllr Webber

Seconded: Cllr de Galleani

Resolved: To recommend that this item is moved to Full Council meeting in October to be discussed within the confidential section.

19. TO DISCUSS EFFECTIVE WORKING RELATIONSHIPS BETWEEN STAFF AND COUNCILLORS

Cllr Williams entered the room at 15.06

There was a lengthy discussion regarding the conduct of Councillors in relation to staff members. The discussion covered the recent recruitment process and Cllrs and staff conduct.

20. TO REVIEW GENERIC RECRUITMENT PROCESS

Cllrs discussed the recruitment process, Cllr Baillie said that she had passed some guidance on HR to the Chair.

The Chair said she had also received information from ACAS.

The Chair, Cllr Case said that all Cllrs were invited to come along on Thursday evening for a short informal meet and greet with the candidates.

Cllr Shepherd left the meeting

21. TO DISCUSS FINAL PREPARATIONS FOR FORTHCOMING INTERVIEWS

The Clerk circulated timings for the interviews for the role of Properties Manager which are taking place on Monday 30th September and Tuesday 1st October.

22. TO REVIEW JOB DESCRIPTION AND AGREE RECRUITMENT PROCESS FOR TOWN SERGEANT

This item was moved to the next Full Council meeting to be discussed within the confidential section of the meeting.

23. TO REVIEW JOB DESCRIPTION AND AGREE RECRUITMENT PROCESS FOR RECEPTIONIST

The Clerk circulated a job description for the role of receptionist, minor changes were suggested, and the job description was updated.

Cllr Rendle left the meeting

It was agreed that once this decision was approved at the Full Council meeting that the job would be advertised. It was agreed to extend the current temporary receptionist until the 30th November.

Proposed: Cllr de Galleani

Seconded: Cllr Webber

Resolved: To recommend to Full Council the minor changes to the receptionist's job description, to advertise for this role on the Council website, noticeboards and Tindle News who manage the Dartmouth Chronicle and to extend the current temporary receptionist until the 30th November.

All Committee members in attendance were in favour.

24. TO REVIEW OUR ANNUAL APPRAISAL PROCESS

The appraisal form was circulated, and the Chair said that if any Cllrs had any comments to feed them back to either herself or the Clerk, but that this form would be used moving forward for all appraisals.

25. DISCUSS STAFF DEVELOPMENT PLANS

The Chair said that these follow on from appraisals. The Clerk said that from previous appraisals staff were simply asked if they had identified any relevant training to their job, or relevant training was suggested to them.

Cllr Webber suggested adding a training section on to the appraisal form.

The Chair suggested a training record / supervision report be kept, which could monitor all the training ie: first aid training and the Clerk said she would start one.

Meeting closed at 16.30