

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DARTMOUTH TOWN COUNCIL  
HELD ON WEDNESDAY 20<sup>TH</sup> JANUARY 2020 at 2PM**

**PRESENT:** Five Cllrs were in attendance  
Cllrs: C Campos; D Case (Chair); T de Galleani (Vice Chair); R Lyon & M Webber.

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

**PART 1 - Open to the Public**

**38. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr M Baillie

**39. DECLARATIONS OF INTEREST**

There were none

**40. EXCLUSION OF PRESS AND PUBLIC**

**Proposed:** Cllr Case

**Seconded:** Cllr Campos

**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**

**41. TO DISCUSS AND APPROVE THE FOLLOWING DOCUMENTS:**

**a) Learning and Development Policy**

Councillors discussed the new Learning and Development Policy that Cllr Case had produced, a few minor changes were suggested by Cllrs and these were accepted.

**Proposed:** Cllr de Galleani

**Seconded:** Cllr Case

**Resolved:** To recommend to Full Council that the new Learning and Development Policy be approved

**b) Staff Appraisal Form**

Councillors discussed the new Staff Appraisal Form that Cllr Case had produced, there was also a discussion about the appraisal process which would be done annually. The Clerk and Cllr Case said that appraisals would be taking place following approval at the next Full Council meeting in February.

It was noted that there would also be a 6 month review scheduled and also that staff could approach their line manager or the Clerk or the Chair of Personnel at any other time if they had anything to discuss.

The Clerk and the line manager would lead and a Cllr would be invited to attend as well, this would usually be the Chair or Vice Chair but could include another member of the Personnel committee.

**Proposed:** Cllr Case

**Seconded:** Cllr de Galleani

**Resolved:** To recommend to Full Council that the new Staff Appraisal Form be approved

**c) Violence/Abuse of Staff Policy**

Cllrs discussed the reasons behind producing a policy aimed at zero tolerance of abuse or violence against Councillors or Council staff and all Cllrs felt this was a something that we should have in place.

Cllr Case volunteered to work on producing an example and bring it back to the next Personnel meeting.

**Proposed:** Cllr Case

**Seconded:** Cllr Webber

**Resolved:** To recommend to Full Council that the Personnel committee go ahead and produce a zero tolerance of abuse or violence against Councillors or Council staff and that this will be brought back for approval to the next Personnel Committee and then Full Council.