

DARTMOUTH TOWN COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD VIRTUALLY ON MONDAY 2nd NOVEMBER 2020

PRESENT:

There were 6 Councillors present at the meeting.

Cllrs: M Ballie; C Campos; A Edsall; G Evans; D Shepherd; M Webber

IN ATTENDANCE:

Cllr D Case; Town Clerk: C Pritchard-Williams

PART 1 - Open to the Public

1. APOLOGIES FOR ABSENCE

There were none

2. DECLARATIONS OF INTEREST

There were none

3. CONFIDENTIAL

Proposed: Cllr M Baillie

Seconded: Cllr D Shepherd

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.

Majority vote carried

4. PART 2 – Confidential

Proposed: Cllr M Baillie

Seconded: Cllr G Evans

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.

5. TO UPDATE ON RECENT STAFF GRIEVANCE & APPEAL

Cllr M Baillie updated the Cllrs present on the recent staff grievance and appeal which has now come to conclusion.

6. TO UPDATE ON RECENT STAFF APPRAISAL

Cllr M Baillie updated staff on the recent staff appraisal that had taken place and also said that a schedule was being drawn up for all the other appraisals, which would take place after lockdown.

7. TO CONSIDER MAKING A RECOMMENDATION TO FULL COUNCIL FOR A CHANGE IN HOURS TO THE RECEPTIONIST'S CONTRACT.

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- a. Cllr M Baillie said that following on from the appraisal she would like to propose changes to the Receptionists contract from part time to full time and that an updated job description had been circulated to the Personnel committee with the additional tasks and responsibilities.

Proposed: Cllr M Baillie

Seconded: Cllr A Edsall

Resolved: To recommend to Full Council that the Receptionists contract be changed from part time to full time.

- b. Cllr M Baillie also spoke about how the Personnel committee had previously discussed a salary increase for the Receptionist and Cllrs felt this was appropriate.

Cllr G Evans suggested that this be backdated to the beginning of November.

Proposed: Cllr D Shepherd

Seconded: Cllr G Evans

Resolved: To recommend to Full Council that the Receptionist receives a pay rise backdated to the beginning of November