

DARTMOUTH TOWN COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN DARTMOUTH
GUILDHALL ON TUESDAY 31ST AUGUST 2021

PRESENT: There were 4 Councillors present at the meeting, Cllrs: C Campos; A Edsall; S Hibbert (Chair); M McGowan-Scanlon.

IN ATTENDANCE: Town Clerk: C Pritchard-Williams

PART 1 - Open to the Public

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs: S Rennie & M Webber

2. DECLARATIONS OF INTEREST

Cllr Hibbert declared an interest in the market

3. TO ELECT A VICE CHAIR

Cllrs discussed the fact that two Cllrs were not able to be present at this meeting so by unanimous vote, it was agreed to postpone it until the next Staffing Committee meeting.

4. TO EXCLUDE THE PRESS AND PUBLIC

The Council was asked to RESOLVE to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Proposed: Cllr S Hibbert

Seconded: Cllr A Edsall

Resolved: To enter the confidential section of the meeting

All Cllrs in favour

PART 2 – Confidential

5. TO DISCUSS AND CONSIDER THE OUTCOMES FROM THE STAFFING APPRAISALS SO FAR AND CONSIDER THE CONFIDENTIAL REPORT

Cllrs read the confidential appraisal forms, and discussed any requests and outcomes from them.

It was noted that some decisions may be better left until after the proposed staffing review, which was being discussed later on in the agenda.

Resolved: To make a confidential recommendation to Full Council in terms of the outcomes from the staffing appraisals.

All Cllrs in favour

6. TO CONSIDER THE CONFIDENTIAL REPORT REGARDING THE CURRENT BEHAVIOUR IN THE MARKET

Cllr Hibbert declared an interest in this item.

Cllr C Campos and Cllr A Edsall explained that a short informal chat has taken place with a member of staff and from this they recommended that rules and regulations for both market unit holders and stall holders be updated, and a new code of

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conduct be introduced for all people involved in the market. This would then be passed to the Finance and General Purposes committee for approval.

Proposed: Cllr A Edsall

Seconded: Cllr C Campos

Resolved: To recommend to the Finance and General Purposes committee that rules and regulations for both market unit holders and stall holders are updated and a new code of conduct be introduced for all people involved in the market.

All Cllrs in favour

7. TO CONSIDER APPOINTING AN OUTSIDE COMPANY TO CARRY OUT A STAFFING REVIEW

Cllrs discussed appointing an outside specialist company to carry out a staffing review, the Clerk was asked to contact two additional companies to accompany the initial quote received.

Cllr M McGowan-Scanlon offered to write a specification document detailing what would be required.

It was agreed that the Staffing Committee would meet informally and bring back a recommendation to the next Full Council meeting in October.

All Cllrs in favour

8. TO CONSIDER THE CONFIDENTIAL REPORT FOR A STAFFING TRAINING DAY

Cllrs discussed this idea and agreed it was a good exercise for the staff to do, especially after the last 18 months.

Proposed: Cllr S Hibbert

Seconded: Cllr M McGowan-Scanlon

Resolved: That the Clerk goes ahead and books this staff training day.

All Cllrs in favour

9. TO CONSIDER A NEW EYE TEST AND GLASSES POLICY FOR STAFF

Cllrs discussed this and agreed it was a good policy to put in place.

Proposed: Cllr S Hibbert

Seconded: Cllr C Campos

Resolved: That this new eye test and glasses policy for staff is approved and adopted.

All Cllrs in favour

The meeting finished at 19:53