

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 20th July 2017 at 7.00pm

Present: Cllrs P Addison, R Clarke, D Giles, J Regan & J Stock

Attending: Tracy Hallett, Town Clerk

17026. Apologies.

Apologies received from Cllr I Carr and S Clutterbuck; Cllr J Regan substituted for Cllr Carr.

17027. Declarations of Interest.

None.

The Declarations of interest register was available to sign.

17028. To accept requests for dispensation.

There were no dispensation requests made.

17029. Minutes of the meeting held on 18.04.17.

The minutes of the meeting held on 18.04.17 with the following changes were **resolved** and signed as correct.

Present: remove Cllr Clutterbuck and insert Cllr Clarke

17030. To discuss and agree on the contents of the SLA with Youth Genesis.

Members considered the contents of the SLA with Youth Genesis and **resolved** that the following should be included within the SLA:

Working within the community – Youth Council, Lanterns Parade, Shoalstone
Reducing anti-social behaviour – Whole of Town including, but limited to, Shoalstone
It was further agreed to discuss how to encourage the youth to get more involved in youth groups / sports such as cricket and rugby and to work with other youth groups to avoid duplications and help with their resources

It was further agreed that whilst the above included activities for the current year; Youth Genesis should also be advised that the Council would wish to include aims of activities for consideration in future years.

The following amendments to the draft SLA were agreed:

22 Termination: Change 22.1 from “in the unlikely event ...” to “in the likely event”

13 Monitoring and Reporting: Change 13.1a from “closely monitor the delivery and success of the Activity delivery and the achievement of the Deliverables throughout the duration of the SLA to ensure that Brixham Town Council’s aims and objectives are being met and that this SLA is being adhered to” to “closely monitor the delivery and success of the Activity delivery and submit regular bi monthly reports to the Town Clerk or other nominated representative throughout the duration of the SLA to ensure that Brixham Town Council’s aims and objectives are being met and that this SLA is being adhered to. The oversight of which will be by the Town Council’s Community Services Committee.”

It was **resolved** that the Clerk will draft the SLA and continue with the liaisons with Youth Genesis.

17031. To discuss and consider the proposal of a Town Centre Manager.

It was **resolved** to write to Brixham Future advising that Brixham Town Council is developing the idea of a Town Centre Manager. However, there is concern on the cost to the precept and it was agreed to ask them to help identify areas that this could be developed and any sources of funding before reporting back to Council. It was **resolved** that the target date for potential recruitment should be April 2018.

17032. To discuss and agree on the Co-option of an additional Member to fill the Vacancy.

Members considered the NALC Co-option guidance and agreed to recommend to Full Council the Co-option of a Councillor to fill the current vacancy, along with the follow person specification. It was further agreed that the advertisement for the post should be done as soon as practically possible with a target date of the next Full Council meeting.

Competency	Essential	Desirable
Relevant knowledge, Education, Professional Qualifications and Training	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward thinking. 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council i.e. Business, Planning or Arts and Culture knowledge
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects • Solid interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations

	<p>Councils, principal authority, charities).</p> <ul style="list-style-type: none"> • Ability and willingness to undertake induction training and other relevant training. 	
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) • Ability and willingness to attend events in the evening and at weekends. • Flexible • Enthusiastic 	

It was hoped that the shortlisting process could be done at Evaluation Committee on 17th August. However, subsequent to the meeting, DALC advised that the whole process must be done at Full Council.

17033. To consider how best to fill all available places for each Committee membership

It was **agreed** that Clerk will phone Councillors for short notice substitution and email for longer notice substitution. The Clerk to continue to ask everyone for a confirmation of attendance at meeting in emails.

17034. To consider the NALC Trade Union pay claim.

Members considered the Unison NJC Pay Claim 2018–19. It was **resolved** that the Council could not support the proposals. Austerity measures to local authorities are already affecting town and parish council budgets with increased expectation of them providing services that local authorities are having to cut. Members raised concerns that the proposed pay claim would have a further detrimental effect on future budgets which could reflect in fewer services being offered to the communities in order to maintain an affordable precept to the tax payer. The Council also raised concerns that the proposed increase did not reflect salaries of those that worked within the private sector.

17035. To discuss and agree on priority projects for Brixham Town Council.

17036. To hear an update on personnel matters: workload.

These two agenda items were taken together.

Members reviewed the current project list and heard reports from Officers that the business the Council office conducts is extraordinarily busy, highly pressurised and mentally demanding on a small team. The newly acquired IT system will help streamline the administration. However, there is still a large amount of training still to be done along with ensuring that the information from the old system is entered into the new system. Newly acquired projects such as the Lengthsman and Seaworks together with the volume of telephone calls, face-to-face encounters with members of the public and general office administration is proving extremely testing and stressful.

New procedures have been implemented to speed up administration processes. Community Services have agreed to employ an outside body to run the Christmas event.

New projects have been given a 'Low' priority rating (where possible). However, Officers have advised that the sense of never being able to finish a job either completely or satisfactorily along with the added apprehension that mistakes will be made are increasing due to the pressure of work.

It was **resolved** that no further projects should be agreed due to the volume of work currently being undertaken by the Officers.

It was **resolved** to recommend to Full Council the recruitment of a part time receptionist which has been allocated within the 2017/18 budget. The advertising and recruitment process to commence after the co-option of a new Councillor.

17037. To present items for the next agenda

Co-option
Receptionist Job Description

17038. That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Agreed

17039. To hear an update following meetings with Executive Lead Members and the Chief Executive of Torbay

Members were updated with information discussed at these recent meetings.

The meeting closed at 21.50pm

Chairperson Date.....