



Brixham Town Council

Minutes of the Meeting of the Evaluation Committee held via ZOOM on 21st December 2020 at 2pm

Present	Cllrs D Giles, R Haddock, S Laurie, S Leech and J Regan
In attendance	Tracy Hallett, Town Clerk, Linda McGuirk, Deputy Town Clerk
20050	<p>Apologies for absence through the Clerk Apologies were received from Cllrs Addison and Massey. Cllrs Haddock and Leech were substitutes for Cllrs Addison and Massey.</p> <p>Cllr Hoggart sent apologies although not a member of the committee.</p>
20051	<p>Declaration of Interest None. The declarations book was available to sign.</p>
20052	<p>To confirm and sign the minutes and confidential notes as a true record of the meetings held on 25th November 2020</p> <p>Members were advised that amendments were sent to the Town Clerk prior to the meeting. The Town Clerk read out the amendments and advised that the draft minutes had been updated and the vote will be based on the revised minutes.</p> <p>The minutes of 25.11.20 were resolved and signed as a correct record.</p>
20053	<p>Representation on Outside bodies Members discussed the current protocol where members represent the Council on outside bodies. The Clerk explained reporting has become problematic and there was a need to review the representation on Outside Bodies. The Clerk suggested an alternative solution would be for the outside bodies to request a representative as and when required negating the need for Councillors to attend.</p> <p>Members discussed reviewing the overall picture within the Council structure review and ascertain whether there are other organisations and groups who might benefit from the Council being involved.</p> <p>It was resolved to advise all outside bodies that Councillors will no longer be attending their meetings on a regular basis, but will attend when necessary. Outside bodies should contact individual Councillors or the Council Office to request a Council representative at their meetings as and when required.</p>
20054	Policies

	<p>Members discussed the draft Project Assessment and Progression Policy and agreed the document would improve how the Council progressed projects, providing a clear history of the project.</p> <p>Members recognised for the policy to be successful members who brought forward ideas or projects must be prepared to be part of the working or task and finish group.</p> <p>It was resolved to make a recommendation to Full Council to adopt the Project Assessment and Progression Policy.</p>
<p>20055</p>	<p>Community Engagement</p> <p>Members discussed whether the Town Council should begin livestreaming its public meetings on social media. The Clerk informed members that several Councils live stream their meetings to reach a wider audience and that this was particularly helpful during the covid-19 pandemic.</p> <p>Members raised concerns about the potential for information on the internet to be tampered with but recognised the need to improve community engagement.</p> <p>It was agreed that all Councillors should be involved in the debate and it was resolved to defer the matter until Spring 2021 to allow the Clerk time to carry out further investigations and report back to Full Council.</p>
<p>20056</p>	<p>Personnel</p> <p>a) To consider and review the Town Clerk's salary The Town Clerk was placed in the virtual waiting room for the duration of the discussion.</p> <p>Members discussed the annual appraisal process for the Town Clerk and recognised that while appraisals have taken place annually there has been little consistency and the Town Clerks salary has not been reviewed since 2016. It was agreed there has been a failing in procedure which has affected the Town Clerks career progression.</p> <p>It was suggested that all Chairs and Vice Chairs, including committee level, undergo training which is followed up by annual refresher training. Guidance notes are required to assist members and ensure that all Councillors are aware of their duty as employers.</p> <p>It was further suggested that the level of training required is stipulated in the terms of reference so that Councillors have a clear understanding of their corporate responsibility as employers.</p> <p>It was resolved to award the Town Clerk one incremental scale point to SCP36 and back date the increase to April 2020.</p> <p>The Town Clerk re-joined the meeting.</p> <p>b) To hear an update following staff appraisals Members agreed the Evaluation Committee did not need to hear personnel matters relating to staff hours and holidays and that it was</p>

	<p>the responsibility of the Town Clerk to manage the team. It was agreed the Town Clerk is successfully managing the team and should be left to get on with it.</p> <p>It was agreed not to discuss the following agenda items 8 b, c and d.</p>
20057	<p>Date of next meeting The next meeting will be held in February, the date to be confirmed.</p> <p>Cllr Giles informed members of his resignation as Vice Chair of the Council with immediate effect adding that an email had been sent to the Clerk to formerly notify her of his intention. Cllr Giles reminded members that he had intended to resign in May 2020 but continued in the role to support the Council through the pandemic. He reiterated his commitment to the Council and staff following his resignation.</p>
20058	<p>20059 Items for future agenda Each Councillor is requested to use this opportunity to raise items for future agendas, giving details of why the Council should consider the item</p>

Item	Reason	Proposed by
Assets	Consideration of Assets of Community Value	
Councillor training	Chair and Vice Chair of Council and Committees	Cllr Haddock

The meeting closed at 3:11pm

Chairperson Date.....