



Brixham Town Council

Minutes of the Meeting of the Evaluation Committee held via ZOOM on 25th February 2021 at 2pm

Present	R Haddock, S Laurie, P Addison and J Regan
In attendance	Tracy Hallett, Town Clerk, and Cllrs Giles and Hoggart
21001	Apologies for absence through the Clerk Apologies were received from Cllr Carr due to health reasons.
21002	Declaration of Interest None. The declarations book was available to sign.
21003	To confirm and sign the minutes and confidential notes as a true record of the meetings held on 21st December 2020 The minutes of 21.12.20 were resolved and signed as a correct record.
21004	Policies <u>ai) Appraisal</u> It was resolved to adopt the changes to the policy. A question was raised as to whether changes to Vice Chair as Line Manager helped with continuity. It was agreed to check how other Councils worked. <u>aii) Health and Safety</u> It was resolved to adopt the changes to the policy. <u>aiii) Training Statement of Intent for employees</u> It was resolved to adopt the changes to the policy. <u>bi) Working at Heights</u> It was resolved to adopt the policy. <u>bii) Task and Finish Group Terms of Reference</u> It was resolved to recommend to Full Council. <u>biii) Member Development and Training Strategy</u> It was resolved to recommend to Full Council. <u>c) Town Councillor Roles and Responsibilities</u> Cllr Haddock suggested that in order for the Council to become more professional, there is a need for the Council to consider having a Civic Mayoral role and a Leader of the Council role. Splitting role would relieve pressure on one Councillor. A general discussion took place and it was agreed in principle that the role of Chair should be split to a Civic Role and a Leader Role. However, a full proposal clearly defining the roles should come back to the next Evaluation Committee. Further discussions took place on the need to consider how the Town Council respond to consultations in a meaningful way.

21005	<p>Staffing Matters</p> <p>a) It was resolved to offer the Town Lengthsman a Full Time permanent post.</p> <p>b) Members discussed report 19-2021 and also considered the Government apprenticeship scheme that employs an apprentice over a two year period. It was agreed that the Clerk should carry out further investigations and a report is brought back to the next Evaluation Committee. It was resolved that the Clerk can use her discretion as to whether or not to proceed with a Work Experience.</p> <p>c) It was resolved to adopt the training agreement and the Clerk will arrange for the Deputy Clerk to sign the agreement.</p>
21006	<p>Date of next meeting</p> <p>The next meeting will be held on 8th April 2021.</p>
21007	<p>Items for future agenda</p> <p>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

The meeting closed at 3:11pm

Chairperson Date.....