

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 09.10.14 at 7.00 p.m.

Present: Cllrs R Clarke, P Addison, B Harland, M Hodge & J Stock.

Attending: Ki Barnes, Town Clerk.

14015. Apologies. None.

14016. Declarations of Interest. None.

The Declarations of interest register was available to sign.

14017. Minutes of the last meeting.

The minutes of the meeting held on 07.08.14 were **resolved** and signed as correct.

14018. Dispensation requests. None.

14019. Council Issues

a. Recording Council meetings.

Members were advised that the purchased system had not proved fit for purpose to record Committee meetings. Trials were being held at Full Council meetings to record the meetings through the microphone sound system and that a recording programme had been downloaded onto the laptop (free of charge).

It was agreed to trial the use of the laptop to record Committee meetings.

b. Town Council office notice.

It was agreed that a Town Council notice should be positioned next to the iron gate with a direction arrow on it, so that the entrance to the Town Council Office is clearly indicated. Existing temporary notices should be replaced to show the opening hours of the office.

c. It was agreed to put the office opening hours on the website. Hours to be 9.30am to 3pm with limited cover at lunchtimes.

d. Member invitations to events

It was agreed that members should cc the Town Council officers when responding to invitations to events so that Town Council representation at an event could be noted as confirmed or be arranged.

e. The site at 2 Fore Street was discussed and the minutes from Torbay Council regarding decisions made by Torbay Council were considered.

14020. The request for a new Town Council representative on the Higher Brixham Community Centre Committee.

It was resolved to recommend to Full Council that the Brixham Town Council representation on the Chestnut Heights Community Centre cease from this date and be reviewed at the Brixham Town Council annual meeting in May 2014.

14021. To consider progression of the Council resolution: that as a Town Councillor the actions of Cllr Lomas should be examined and that the issues of his behaviour should be resolved to the satisfaction of Brixham Town Council in open Council. (Minute no 1480).

It was **resolved** that at the Full Council meeting to be held on 27.11.14 this issue should be considered as the first item on the agenda. The e mails and other evidence to be compiled into a folder prior to the meeting in a sufficient time period that the respondent had time to consider the evidence. It was agreed that if the behaviour of Cllr Lomas was found to so warrant measures used could be a Vote of No Confidence or a public statement to the effect that the Councillor did not speak on behalf of the Council and will not represent the Council on any outside body. It was agreed that Cllrs Addison, Clarke and Harland would compile a dossier of evidence as per the resolution.

It was **resolved** that a vote of No Confidence be made if it was concluded necessary to take any action.

14022. To discuss a protocol for handling correspondence from Outside Bodies relating to a Council representative.

It was agreed that if correspondence relating to a member was received the Clerk should acknowledge receipt, and ask for evidence if this has not been provided. This is then passed to the Chairperson or Vice Chairperson who would contact the member in question by phone and arrange a meeting to discuss the matter. If appropriate the member would be asked to resign from the Outside body. This would then go to Full Council for another representative to be nominated.

14023. Review of Standing Orders re the inclusion of staff appraisal dates.

It was resolved to recommend to Full Council that the following be inserted into Standing Orders at point 38.

38 Matters affecting council employees

- a) If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 67).
- b) Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the Chairperson of the Council or, in their absence, the Vice-Chairperson of any absence occasioned by illness or urgency expected to be for a period exceeding two days and the Clerk shall report such absence to the Evaluation Committee at its next meeting.
- c) The Vice Chairperson shall conduct a review of the performance and/or appraisal of the Town Clerk annually in April, and shall keep a written record of it. The review and/or appraisal shall be reported to the Evaluation Committee.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Town Clerk (or other employees) shall contact the Vice-Chairperson, the Chairperson of the Evaluation Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by recommendation of the Evaluation Committee.
- e) Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by staff members relates to the Chairperson or Vice-Chairperson of the Council, this shall reported back and progressed by resolution of the Evaluation Committee.
- f) Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

g) The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

h) Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with the responsibility for the same.

i) Only persons with line management responsibilities shall have access to employee records referred to in standing orders (g) and (h) above if so justified.

j) Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders (g) and (h) above shall be provided to the Town Clerk and Vice Chairperson.

k) Recruitment will be managed by the Evaluation Committee in line with the Council Recruitment policy.

14024. Personnel issues.

It was **resolved** that due to the confidential nature of the business about to be conducted that members of the public and press be excluded from the meeting.

a) Town Clerk job description.

It was **resolved** that the revised job description be adopted.

b) Staff appraisal procedure, policy and form.

It was agreed to review the draft document prepared by Cllr Clarke and bring to the next meeting.

c) Policy and procedure for staff recruitment.

It was agreed to review the draft and bring back to the next meeting.

d) Pay scales and conditions of service for existing employees.

It was **resolved** to invite SW Councils to undertake a bench marking review of the staff pay. Cllr R Clarke agreed to send the job descriptions to SW Councils to facilitate this.

e) The Town Clerk tendered her resignation in writing which was accepted by the Chairperson, the letter was read out to all members. It was noted that four months notice had been given and that holiday leave would be taken during this period. The Clerk's finishing date was noted as 31st January 2015.

f) The issue of a letter printed in the Herald regarding the Clerk was discussed.

At 9.15 pm the meeting was adjourned to reconvene on Wednesday 15 October at 10am to consider the process for recruitment to fill the vacancy.

At the reconvened meeting it was **resolved** that the resignation of the Town Clerk would be announced by the chairperson in his report at the next Full Council meeting on 16th October.

The procedure for filling the vacancy was discussed, including advice from DALC and SW Councils and it was **resolved** to offer the post of Town Clerk to Tracy Hallett, the Deputy Town Clerk who had undergone all the training necessary and was experienced with the workings and policies of the Council and its IT software packages at pay scale SCP47, subject to benchmarking: The role to commence on 01.01.2015

DALC and SW Councils advised the post should be advertised and ACAS advised that it did not need to be advertised.

Tracy Hallett, the Deputy Town Clerk was invited to enter the meeting and the chairperson formally offered her the post of Town Clerk which was accepted. The Deputy Town Clerk was advised of the salary benchmarking exercise to be undertaken.

Discussion was then held regarding the Deputy Town Clerk position and it was **resolved** to offer the post to Linda McGuirk, the Council's administration assistant at pay scale SCP22, subject to benchmarking and with the request that CILCA be undertaken, with relevant training to be provided and when gained an increment rise would be awarded; the role to commence on 01.01.2015.

Tracy Hallett left the meeting and Linda McGuirk was invited to enter the meeting. The Chairperson formally offered her the post of Deputy Town Clerk which was accepted. Linda McGuirk then left the meeting.

It was **resolved** that these appointments should be announced by the Chairperson at the Full Council meeting on the 16th October.

For both posts an induction programme would be produced to prepare them for their new role.

It was **resolved** a panel of Cllrs P Addison, R Clarke and J Stock with Tracy Hallett carrying out the short listing and interviewing for post of Administration Assistant.

Discussion was then held on advertising the vacancy of Administration Assistant. It was **resolved** that the post would be advertised with a closing date of 21.11.2014 and that interviews would be held week commencing 15.12.2014. The Panel would meet in the first week of December to select a short list of applications from the returned forms, which must be handwritten, to invite for interview.

It was agreed that the Administration Assistant role be advertised on the notice board, on social media and the Town Council website.

The draft job description and person specification to be sent to all Committee members to review and the interview questions to be reviewed by Cllr Stock.

Issues regarding minute 14021 above were discussed and the meeting closed at 11.20am

Chairperson Date.....