

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 24.07.15 at 7.00pm

Present: Cllrs R Clarke, P Addison, S Clutterbuck, J Stock.

Attending: Tracy Hallett, Town Clerk & Cllr V Campbell

15020. Apologies.

Apologies were received from Cllr Carr.

15021. Declarations of Interest.

None.

The Declarations of interest register was available to sign.

15022. Minutes of the meeting held on 30.04.15.

The minutes of the meeting held on 30.04.15 were **resolved** and signed as correct.

15023. To review the draft policies from the Policy Working Group.

- a. Whistleblowing Policy. Following some changes, it was **agreed** to recommend to adopt the policy at the next Full Council meeting.
- b. Staff Appraisal Policy. No changes were made and it was **agreed** to recommend to adopt the policy at the next Full Council meeting
- c. Environment Policy. Following some changes, it was **agreed** to recommend to adopt the policy at the next Full Council meeting.
- d. Gifts and Hospitality Policy. Following some changes, it was **agreed** to recommend to adopt the policy at the next Full Council meeting.
- e. Anti Bribery Policy. Following some changes, it was **agreed** to recommend to adopt the policy at the next Full Council meeting.

15024. To review the Code of Conduct.

Following some changes, it was **agreed** to recommend to adopt the policy at the next Full Council meeting. It was further **agreed** to set up a schedule of policies that require reviewing annual or bi annually.

15025. To agree the 2015/16 meeting dates.

The 2015/16 meeting dates for the Evaluation Committee were **agreed**.

15026. To hear an update on the 5 year strategy policy.

It was **agreed** to defer this until the next meeting.

15027. To hear an update from the Town Clerk on any personnel matters

The Clerk presented information to the members outlining details of staff holiday hours and TOIL, along with graphs showing the individual and combined time sheets for the year to date. It was **agreed** that the Clerk should email all members to remind them the core working hours for the staff.

Members discussed the level of support the Neighbourhood Forum has been requesting from the Clerk and it was **resolved** that Brixham Town Council supports the Neighbourhood by Social Medial, website updating, printing, copying and emailing.

It was further **resolved** that the forum covers an area outside of the Parish and Brixham residents should not be burdened with the costs of administering the Forum.

The Clerk updated members with details of L McGuirk's appraisal. Members were advised that she has been invaluable in the help with training the apprentice and the Clerk recommended that her 30 hours per week is made permanent instead of temporary. This was **resolved**.

The Clerk advised that Mr M Wallcroft had his three month appraisal and due to a number of factors, was given a one month extension to his probationary period to provide him with additional time to perform the full range of responsibilities and demonstrate his ability to more fully and consistently meet outlined expectations for the position. Subsequent to the appraisal meeting, Mr Wallcroft had given his resignation with immediate effect. The resignation was accepted with effect from 24th July.

Members discussed the need to recruit as soon as possible and **agreed** for the Clerk to meet with South Devon College. The Clerk advised that she had contacted Torbay Council to request details of their unsuccessful applicants following their Admin Apprentice recruitment drive. The interview panel members were **agreed** as P Addison, R Clarke, S Clutterbuck & T Hallett.

It was **resolved** to temporarily increase Miss McGuirk's hours to 37 per week to help with the workload until a new staff member had been appointed.

15028. To present items for the next agenda

- Policies update from Policy Working Group
- Strategy policy update
- Staffing update
- Standing Orders (best practice on responding to questions put to members at Full Council)

The meeting closed at 9.05pm.

Chairperson Date.....