

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Furzeham meeting Room, Brixham Town Hall on 08.02.16 at 7.00pm

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

Attending: Tracy Hallett, Town Clerk

16012. Apologies.

Cllr I Carr. Cllr D Giles substituted for Cllr I Carr.

16013. Declarations of Interest.

None.

The Declarations of interest register was available to sign.

16014. Minutes of the meeting held on 21.01.16.

The minutes of the meeting held on 21.01.16 were **resolved** and signed as correct.

16015. To discuss and agree the following policies.

Training Statement of Intent: **Agreed** to recommend to Full Council.

Press and Media Policy: It was **agreed** to ask Members if they would like to continue to publish their home address in the Brixham Signal, or if they would prefer it to be removed.

Agreed to recommend to Full Council

Financial Risk Assessment: Following a minor change, it was **agreed** to recommend to Full Council.

A discussion took place regarding the Standing Orders and it was **agreed** to consider including words on the lines of "If appropriate a question asked in the public session will be answered at the meeting".

16016. To discuss 2016 priorities taken from the strategy document.

Members were advised the consultation documents were being drafted and will be available to view at the next Committee meeting.

Members requested that a standard response is emailed to acknowledge receipt of emails.

The strategy document was updated with review dates.

16017. To discuss and consider a work plan.

Members were advised that the Clerk was working on a draft work plan and that she had been investigating the possibility of a Project Management Software. Other Town Clerks had been contacted, some of which were also interested to consider a Project Management Software and it is hoped that a suitable one could be found that better suits the needs of a Town Council.

16018. To present items for the next agenda

Work plan

Annual Report

Policies

Priorities from the 2016 Strategy Document

Review Committee Structure

Review representatives on Outside Bodies

16019. To consider the exclusion of the press and public due to the confidential nature of the business about to be undertaken.

It was **resolved** to consider the exclusion of the press and public.

16020. To agree the contract of employment and job description for the Administrative Assistant

Following minor amendments, the contract of employment and job description was **agreed** for the permanent position of Administration Assistant.

16021. To discuss and consider staff welfare issues in accordance with the Working Time Directive

A discussion took place regarding whether breaks, paid or unpaid, were included within the contracted hours of staff. It was noted that under the Working Time Directive all staff who work more than 6 hours have a right to an uninterrupted break of 20 minutes which they can take away from their workstation if they wish. The Town Clerk assured member that the current staff understood this but were prepared to waive this right. Following a discussion with the Town Clerk it was **resolved** to continue with the current arrangement of staff taking an interrupted lunch break. It was further **resolved** that the contract of employment for any future member of staff should clearly state the expected uninterrupted lunch break during a working day. Members were also keen to ensure that existing members of staff would be given every opportunity to transfer across to the new protocol should they prefer.

The meeting closed at 8.45pm

Chairperson Date.....