

**Minutes of Okehampton Town Council Personnel Sub-Committee
held on Tuesday 19th March at 4pm in the Council Chamber, Town Hall, Okehampton**

Committee Members Present: Councillor J Yelland (Chairman, Policy & Resources)
Councillor A Fisher (Mayor)
Councillor R Colman (Chairman, Property)
Councillor C Holt (Chairman, Parks)

In Attendance: Mrs E James (Town Clerk)

		Action
665	<u>Apologies for Absence</u> – Apologies tendered by Cllr Leech (health) were approved on the proposition of Cllr Colman, seconded Cllr Fisher.	
666	<u>Declaration of Interests</u> – None	
667	<u>Minutes</u> – On the proposition of Cllr Holt, seconded Cllr Fisher it was RESOLVED to approve the minutes of the Personnel Sub-Committee meeting held on 15 th January 2024.	
668	<u>PART TWO ITEMS</u> It was RESOLVED that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of sensitive and confidential information. Proposed by Cllr Yelland, seconded by Cllr Holt.	
669	<u>Staffing Matters</u> –	
669.1	<u>Caretaker Role</u> On the proposition of Cllr Holt, seconded Cllr Colman, it was RESOLVED to recommend to Policy & Resources Committee: <ul style="list-style-type: none"> • The advertisement of a Caretaker vacancy on a fixed term 14 hour p/week contract with the same green book conditions as other members of staff to cover sick leave. Employment to commence in September when the Charter Hall reopens. • Investigate the possibility of retention of temporary person or employment of another on a casual basis from the Caretakers return from sick leave until fit to resume normal duties. 	Clerk
669.2	<u>Groundsperson</u> On the proposition of Cllr Colman, seconded Cllr Fisher, it was RESOLVED to recommend to Policy & Resources Committee that a request from a Groundsman to reduce working hours be approved subject to being able to recruit to cover the time, if unsuccessful to be able to sub-contract the work.	Clerk
669.3	<u>Workload Concerns</u> - Concerns raised were considered.	
669.4	<u>Additional Staff</u> On the proposition of Cllr Yelland, seconded Cllr Fisher, it was RESOLVED to recommend to Policy & Resources Committee that a request for employment of an additional member of staff be approved as outlined on the report with the same contract, terms and conditions as other staff. The role to be potentially for 3 days p/week, job title, description and pay to be further considered.	Clerk
669.5	<u>Pay Review</u> On the proposition of Cllr Colman, seconded Cllr Fisher, it was RESOLVED to recommend to Policy & Resources Committee that a one scale point pay increase be awarded to a member of staff as outlined in the report in	

recognition of the exemplary work consistently over and above that within the job description.

Clerk

669.6 Evaluation/Review

On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to recommend to Policy & Resources Committee that a full review is undertaken in accordance with option 1 of the report. Further quotations to be obtained.

Clerk

On the proposition of Cllr Fisher, seconded Cllr Holt, it was **RESOLVED** to exit Part 2 and ratify decisions made therein.

The meeting was closed at 5.10pm

Cllr
Chairman

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