

**Minutes of Okehampton Town Council Personnel Sub-Committee
held on Monday 15th April at 6pm in the Committee Room, Town Hall, Okehampton**

Committee Members Present: Councillor J Yelland (Chairman)
Councillor A Fisher (Mayor)
Councillor R Colman (Chairman, Property)
Councillor C Holt (Chairman, Parks)
Councillor T Leech (Chairman, Planning)

In Attendance: Mrs E James (Town Clerk)

700 Apologies for Absence – None

701 Declaration of Interests – None

702 Minutes – On the proposition of Cllr Fisher, seconded Cllr Colman it was **RESOLVED** to approve the minutes of the Personnel Sub-Committee meeting held on 19th March 2024 to be signed by Cllr Yelland

703 PART TWO ITEMS

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 Holt, seconded by Cllr Fisher.

704 Staffing Matters –

704.1 Groundsman - A request from a Groundsman to reduce working hours had been withdrawn. No further action was required.

704.2 On the proposition of Cllr Colman, seconded Cllr Weekes, it was **RESOLVED** to make the following recommendations to the Policy & Resources Committee:

a) Caretaker Role - To advertise, if required, a Caretaker vacancy on a fixed term 14-hour p/week contract to cover sick leave. A three-month probationary period and the same conditions as other members of staff. Employment to commence in September when the Charter Hall reopens until the return of the other member of staff. Recruitment Panel to consist of the Chairmen of the Policy & Resources and Property Committees, or Vice-Chairman if unavailable, and the Clerk.

b) Workload Concerns/Additional Staff/Evaluations –

Recommendations of the Personnel Sub-Committee were considered and on the proposition of Cllr Leech, seconded Cllr Fisher, it was **RESOLVED** to recommend to Full Council:

- That no new projects or services unless essential are approved to limit further pressures of existing staff and that any proposals include full consideration of resources required, including staff time and budget.
- The employment of an additional member of staff initially on a fixed term 2-year contract in the role of Facilities/Property Manager, or similar, for a minimum of 26 hours p/week.
- Review of all job descriptions and evaluation to facilitate the new role

Action

Clerk

On the proposition of Cllr Fisher, seconded Cllr Colman, it was **RESOLVED** to exit Part 2 and ratify decisions made therein. The meeting was closed at 6.40pm

Chairman