



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Personnel Committee held on Thursday 13<sup>th</sup> June 2024 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor G J Davis (Town Mayor) (Chairman), Councillor Mrs. K Brownhill (Deputy Town Mayor), Councillors Miss R A Evans BEM, Mrs. L Fellows, Mrs. J M Martin and M G Spurling and the Town Clerk & RFO (Clerk).

		ACTION
<b>1-24Pers</b>	<b>Apologies for absence</b> None.	
<b>2-24Pers</b>	<b>Declarations of Interest relating to items on the Agenda</b> None.	
<b>3-24Pers</b>	<b>Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Personnel Committee meeting held on Thursday 7 <sup>th</sup> March 2024 were taken as read and signed by the Chairman.	
<b>4-24Pers</b>	<p><b>Council Staffing</b></p> <p><b>Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting for any confidential discussions.</b></p> <p>The Chairman (Councillor G J Davis) made the proposal, which was seconded by Councillor Mrs. J M Martin and it was <b>resolved</b> that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting due to the confidentiality of part of the discussion.</p> <p>a) Council Staffing Report: - The Clerk gave a verbal update on the council staffing which included: -</p> <p><b>Organisational structure and design</b></p> <ul style="list-style-type: none"> <li>➤ With the appointment of the new part time Community Hub and Library Assistant, the number of council employees has increased by one.</li> <li>➤ Councillor Mrs. L Fellows will forward some information on how to run a diverse recruitment process, for consideration.</li> </ul> <p><b>Staff and Members' Training confirmed or being planned</b></p> <ul style="list-style-type: none"> <li>➤ The Operations Manager is progressing well with his CiLCA training (All modules have been completed and submitted – awaiting assessor's comments).</li> <li>➤ Parks Inspection Refresher Training – for one employee this will be the first training, with three other employees undertaking a refresher. This training will be arranged and delivered face to face, at a cost of £895.00 + VAT.</li> <li>➤ One day Emergency First Aid at Work training has been booked for October 2024, £380 + VAT for up to 12 people.</li> <li>➤ The Town Council Support Officer is looking to commence both FiLCA and ILCA training, members' supported this training at a cost of £130.00 + VAT for each course, the course is online and self-paced with five modules on each.</li> <li>➤ A training day for library and community hub staff and volunteers is being arranged, this will now be on Thursday 18<sup>th</sup> July. Programme for the day will include:-               <ol style="list-style-type: none"> <li>i) Welcome, introductions, general information</li> <li>ii) Safeguarding training session</li> </ol> </li> </ul>	Cllr Fellows

<ul style="list-style-type: none"> <li>iii) An Interactive Autism Presentation from Beat4autism CIC, which has activities to enhance learning and understanding. Buffet lunch</li> <li>iv) Data Protection and GDPR.</li> <li>v) Workshop on ideas and suggestions, close of the day</li> <li>➤ Councillor Mrs. L Fellows had attended an Introduction to Neurodiversity webinar, delivered by South West Councils, cost £92.00 + VAT for non-members.</li> <li>➤ Library and Community Hub staff will be undertaken online allergen training.</li> </ul> <p>The training log was shared on the screen, library and community hub volunteers' training to be added to the log.</p> <ul style="list-style-type: none"> <li>➤ Internship opportunities – an opportunity for an internship at the library and community hub is being explored and further information will be shared in due course.</li> </ul>	
<p><b>5-24Pers Policies Reviewed by this Committee</b></p> <ul style="list-style-type: none"> <li>a) Review Terms of Reference Personnel Committee: - The Terms of Reference for the Personnel Committee were reviewed and accepted.</li> <li>b) Review 'Model Contract of Employment' for local councils: - Clerk will undertake a review..</li> <li>c) Dignity at work (Bullying and Harassment Policy): - It is <b>recommended</b> the Dignity at work (Bullying and Harassment Policy) is adopted.</li> <li>d) Pay and Conditions Policy: - It is <b>recommended</b> the Pay and Conditions Policy is adopted, with some changes to be made by the Clerk.</li> </ul>	<p><b>Council</b></p> <p><b>Council</b> Clerk</p>
<p><b>6-24Pers To consider the Council Business Risk Management</b></p> <ul style="list-style-type: none"> <li>a) Budget Variance – Committee Responsibilities: - The March 2024 and April 2024 Budget Variances, as previously circulated, had been considered at the recent meeting of the council and were reviewed with no concerns.</li> <li>b) Overtime: - Overtime reported is all within amounts expected, Clerk to split the figures between the Operations Team and Community Hub and Library team for the next meeting.</li> </ul>	
<p><b>7-24Pers Items Referred to this Committee</b></p> <p>None.</p>	
<p><b>8-24Pers Correspondence</b></p> <p>None.</p>	
<p><b>9-24Pers Climate Emergency Action Plan</b></p> <ul style="list-style-type: none"> <li>a) The Chairman (Councillor G J Davis) highlighted the opportunity for funding for green travel schemes.</li> </ul>	
<p><b>10-24Pers Date of next meeting</b></p> <ul style="list-style-type: none"> <li>a) Thursday 12<sup>th</sup> September 2024 (this date is likely to change, due to members' giving apologies in advance).</li> </ul>	
<p><b>11-24Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <p>None.</p> <p>Meeting closed at 8.00pm _____ Chairman</p>	