



Minutes of the Personnel Committee Meeting on Thursday 28th February 2019

Present

Chairman: Cllr Squire

Councillors: Beer, Chadwick, Ledger, Read and Sanham

93. Apologies for Absence

There were no apologies.

94. Declaration of Interest

None

95. Public Question Time

There were no members of the public present

96. Minutes

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Thursday 24th January 2019
(moved Cllr Read: Seconded Cllr Beer)

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Wednesday 30th January 2019
(moved Cllr Beer: Seconded Cllr Read)

The Committee **RESOLVED** to approve the minutes of the Personnel Committee meeting on Thursday 14th February 2019
(moved Cllr Read: Seconded Cllr Beer)

97. Staff Handbook

Discussion took place around:

- Amended the Handbook to add the information on the sickness absence policy
- The need for a Probationary policy to be written – Cllr Squire to draft this
- The need to review the Handbook to ensure that it adequately reflects the changes from General Data Protection Regulations (GDPR)
- Need to add in any changes relating to social media after the next Council meeting

The Committee **RESOLVED** to draft a Probationary Policy, which will come back to the next Committee meeting
(moved Cllr Squire; seconded Cllr Sanham)

The Committee **RESOLVED** to add in a paragraph on staff and social media after the social media report has been approved by Council
(Moved Cllr Squire; seconded Cllr Beer)

98. First Aid Training

The Town Clerk confirmed that responses had been received from Exmouth, Sidmouth and Honiton Town Councils all of whom confirmed that their staff had undertaken the basic First Aid training.

Discussion took place around:

- Contacting Sidmouth to see if they want consider joint training
- Hester and Michelle to be trained to start with
- Checking to see what the Town Hall do in terms of First Aid Training and if they have any courses coming up soon

The Committee **RESOLVED** to contact Sidmouth Town Council to see if they want consider joint training (Hester and Michelle to be trained to start with) and to bring back the response from Sidmouth to the next Personnel Committee meeting.
(moved Cllr Squire; seconded Cllr Sanham)

99. Pensions and National Minimum Wage

The Town Clerk provided the Committee with details of the amended pension contributions (for non Local Government Pension Scheme) which come into effect from 06/04/19 which is:

- Employee Contribution (taken from gross salary) = 5% of the employees salary
- Government Tax Relief Top-Up = 1%
- Employer Contribution = An amount equal to 3% of the Employees salary
- Total Contribution = An amount equal to 8% of the employee's salary

The Committee **NOTED** the update
(Cllr Squire)

100. Confidential Items

The Chairman moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda item 5 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individual(s).

101. Minutes

The Committee **RESOLVED** to approve the Confidential minutes of the Personnel Committee meeting on Thursday 24th January 2019
(moved Cllr Read: seconded Cllr Sanham)

The minutes from the meeting held on Wednesday 30th January 2019 will come back to the next Committee meeting

The Committee **RESOLVED** to approve the Confidential minutes of the Personnel Committee meeting on Thursday 14th February 2019
(moved Cllr Chadwick: seconded Cllr Sanham)

102. Update on Actions Arising

The Committee considered a number of updated relating to actions arising

103. Staffing Matters

The Committee considered a number of staffing matters

The meeting ended at 8.00pm

Chairman: _____

Dated: _____