



Minutes of the meeting of Seaton Town Council Personnel Committee held on Tuesday 30th July 2019 at 7.00pm at Marshlands Centre, Harbour Road, Seaton

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Present: Cllr Squire (Chairman),
Cllrs Antoniou, Ledger, Read, Sanham and Singh

Apologies Apologies for absence were received from Cllr Beer

Declarations of Interest

Cllr Ledger declared a personal interest as a member of EDDC.

Confidential Items

Cllr Squire moved, and the Committee **RESOLVED** that in accordance with the Council's Standing Orders 1c the press and public be excluded from the meeting during the following discussions as there was likely to be a disclosure of confidential information.

Minutes

The public and confidential minutes of the meetings held on 2nd July 2019 and 15th July 2019 were approved and signed by the Chairman.

Staffing Matters

31. Confidentiality

Members were reminded by the Chairman that all matters under discussion were confidential to the Personnel Committee only.

32. FOI and Clerk vacancy interview note requests

Discussion took place on the request for interview notes and various policy documents. It was **RESOLVED** that Cllr Squire would contact the FOI Officer at EDDC for advice.

It was also **RESOLVED** that all approved Council policy documents should be accessible on the Seaton Town Council website and Ms Johnson was to be requested to put them together prior to uploading.

33. Update on Clerk Appointment

The Chairman updated Members that the new Clerk's start date was October with the possibility of some part-time work prior to that, the Chairman to provide further information at the next meeting.

Discussion took place around the Clerk's induction. It was **RESOLVED** that:

- Cllr Squire would speak to Cllr Beer about an informal social welcome get-together with all councillors;
- One Voice should be asked to do a press release;
- Members to consider format of induction

34. Handyman

a) Equipment

It was **RESOLVED** that:

- Employees should sign the PPE register on receipt of new equipment and copies kept on personnel files;
- All equipment was to be inspected and a report brought back on the condition of equipment and how and where it is stored.
- Cllrs Ledger and Sanham to meet with the Handyman to discuss his workload including regular and occasional jobs, and report to next meeting.

b) Salary

Cllr Read updated Members on recent benchmarking findings.

35) Admin & Finance Assistants

It was **RESOLVED** to note the update from Cllrs Squire and Read on a meeting held with the Admin & Finance Assistants when they were advised of pay increases, arrangements being undertaken in relation to office space prior to Clerk's arrival and interim line management.

36) Confidentiality

To ensure confidentiality of Council and staff files it was **RESOLVED** to make a number of changes to storage and access arrangements for both hard and soft confidential files.

37) Current Staffing Arrangements

It was **RESOLVED** that:

- Events & Marketing were to be taken forward via a contract, a brief to be drawn up by the Marketing Working Party
- The Admin & Finance Assistants to continue on their temporary extended hours
- a list of outstanding tasks were to be brought to a future meeting

38) Confidentiality and Way Forward

It was **RESOLVED** that Cllr Singh would bring a report back to the next meeting on the efficiency of all computers including actions required to ensure all computers could run the Rialtas finance system as soon as possible.

Chairman

Dated