



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Thursday 7th March 2024 at 6.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor G J Davis (Town Mayor) (Chairman), Councillor Mrs. J M Martin (Deputy Town Mayor), Councillors Mrs. K Brownhill, M G Spurling, J Tivnan BEM and the Town Clerk & RFO (Clerk).

	ACTION
<p>27-23Pers Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM .</p>	
<p>28-23Pers Declarations of Interest relating to items on the Agenda None.</p>	
<p>29-23Pers Minutes of the previous meeting It was resolved that the minutes of the Personnel Committee meeting held on Thursday 7th September 2023 and the Extraordinary Personnel Committee meeting held on Thursday 30th October 2023 were taken as read and signed by the Chairman.</p>	
<p>30-23Pers Council Staffing 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.</p> <p>The Chairman (Councillor G J Davis) made the proposal, which was seconded by the Deputy Mayor (Councillor Mrs. J M Martin) and it was resolved 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>Organisational structure and design</p> <ul style="list-style-type: none"> ➤ The Town Council will continue to be accredited to the Living Wage Foundation – fee for 2024/25 will be £137.00 + VAT. <p>Staff and Members’ Training confirmed or being planned</p> <ul style="list-style-type: none"> ➤ The Operations Manager is making progress with CiLCA qualification, 90 days to completion. ➤ Parks Inspection Refresher Training – for one employee this will be the first training, with three other employees undertaking a refresher. This training can be delivered either on Zoom or face-to-face, members’ agreed the team can undertake the training face to face, at a cost of £895.00 + VAT. ➤ One day Emergency First Aid at Work training has been booked for October 2024, £380 + VAT for up to 12 people. ➤ The Town Council Support Officer is currently looking to commence either FiLCA or ILCA. ➤ A training day for library and community hub staff and volunteers is being arranged, this will co-incide with Volunteer Week in June 2024. Programme for the day will include:- <ul style="list-style-type: none"> i) Welcome, introductions, general information/setting up a volunteer WhatsApp 	

<p>group (with no requirement to join)</p> <p>ii) Safeguarding training session</p> <p>iii) An Interactive Autism Presentation from Beat4autism CIC, which has activities to enhance learning and understanding. The presentation covers a range of topics: What is Autism? History, facts and myths, diagnostic criteria, masking, schools/provisions, sleep, food, routine, meltdowns, regulation and Q&A. This will be delivered over a period of 1.5 hours.</p> <p>iv) Buffet lunch</p> <p>v) Data Protection and GDPR.</p> <p>vi) Workshop on ideas and suggestions, close of the day</p> <p>Members' were supportive of planning this training, including using Beat4autism CIC for an interactive autism presentation.</p> <ul style="list-style-type: none"> ➤ Councillor Mrs. L Fellows has expressed an interest in attending: an Introduction to Neurodiversity webinar, being delivered by South West Councils, cost £92.00 + VAT for non-members. Members' support Councillor Fellows undertaking this training. ➤ Library and Community Hub staff and volunteers have attended training with HOPE Facilitator Training, delivered by Volunteer Cornwall. <p>The training log was shared on the screen, library and community hub volunteers' training to be added to the log.</p> <p>Other</p> <ul style="list-style-type: none"> ➤ DBS checks to be continued for library staff and one volunteer. 	<p>Clerk</p>
<p>31-23Pers Policies Reviewed by this Committee</p> <p>a) Updated Training, Learning and Development Policy: - The Clerk will circulate the updated Training, Learning and Development Policy in advance of the council meeting and it is recommended to adopt the Training, Learning and Development Policy (Clerk to forward to all in advance of the March council meeting).</p> <p>b) Safeguarding Poster: - It is recommended to adopt the Safeguarding poster, to be shared with council employees and volunteers.</p> <p>c) To consider undertaking a review of the 'Model Contract of Employment' for local councils (information has been previously shared from NALC/SLCC, with additional information presented at the meeting: - The Deputy Mayor (Councillor Mrs. J M Martin) and Clerk will review the NALC/SLCC Model Contract of Employment, to ensure the town council has a model contract based on best practice.</p> <p>d) To consider preparing an 'Emergency Response Procedure/Action Plan': - This was included for discussion, following the recent discovery in Keyham, Plymouth, of the undetonated WWII bomb and the impact this had on the residents' of Torpoint and the local community. Following further discussion, it is agreed this document should be a 'local' onepage guide detailing which key personnel/groups etc. should be communicated with, should an emergency situation happen in the town. The Deputy Mayor (Councillor Mrs. J M Martin) and Clerk will prepare a onepage guide and will circulate to the committee for initial review, before presentation to council for approval.</p>	<p style="text-align: center;">Council Clerk</p> <p style="text-align: center;">Council</p> <p style="text-align: center;">Cllr Martin/ Clerk</p> <p style="text-align: center;">Cllr Martin/ Clerk</p>

<p>e) Employee Handbook: - The Deputy Mayor (Councillor Mrs. J M Martin) explained this handbook will be reviewed in due course and it may be superfluous to requirements, as all the information held appears to within other council policy documents.</p>	<p>Clr Martin/ Clerk</p>
<p>32-23Pers To consider the Council Business Risk Management a) Budget Variance – Committee Responsibilities: - The January 2024 Budget Variance, as previously circulated, had been considered at the recent meeting of the council. The Clerk had highlighted the final, quarter 4 salaries invoice is expected at the end of March 2024 and it is anticipated the overall salaries expenditure will be within the total budget for the financial year 2023/2024.</p>	
<p>33-23Pers Items Referred to this Committee None.</p>	
<p>34-23Pers Correspondence None.</p>	
<p>35-23Pers Climate Emergency Action Plan Noted.</p>	
<p>36-23Pers Date of next meeting Thursday 13th June 2024.</p>	
<p>37-23Pers Any Business that has been disclosed to the Chairman and members prior to the meeting. None.</p>	
<p>Meeting closed at 6.55pm _____ Chairman</p>	