

**Minutes of Okehampton Town Council Personnel Sub-Committee  
held on Monday 2<sup>nd</sup> September at 6pm in the Committee Room, Town Hall,  
Okehampton**

**Committee Members Present:** Councillor J Yelland (Chairman)  
Councillor R Colman (Chairman, Property)  
Councillor B Tolley (Chairman, Parks)  
Councillor T Leech (Chairman, Planning)  
**In Attendance:** Mrs E James (Town Clerk)

	<b>Action</b>
227	On the proposition of Cllr Tolley, seconded Cllr Leech it was <b>RESOLVED</b> to appoint Cllr Yelland as Chairman of the meeting.
228	<b><u>Apologies for Absence</u></b> – On the proposition of Cllr Colman, seconded Cllr Leech it was <b>RESOLVED</b> to approve apologies from Cllr Fisher (personal).
229	<b><u>Declaration of Interests</u></b> – None
230	<b><u>Minutes</u></b> – On the proposition of Cllr Colman, seconded Cllr Leech it was <b>RESOLVED</b> to approve the minutes of the Personnel Sub-Committee meeting held on 15 <sup>th</sup> April 2024 to be signed by Cllr Yelland.
231	<b><u>PART TWO ITEMS</u></b> It was <b>RESOLVED</b> 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 Colman, seconded by Cllr Tolley.
232	<b><u>Staffing Matters</u></b>
232.1	<b><u>Job Descriptions</u></b> – Revised draft job descriptions for all existing roles were considered and it was <b>agreed</b> the Clerk undertake a staff consultation, including amendments as agreed, before referring them to Policy & Resources Committee for approval.
232.2	<b><u>Facilities Officer Role</u></b> On the proposition of Cllr Tolley, seconded Cllr Leech it was <b>RESOLVED</b> to recommend the job description to the Policy & Resource Committee including amendments as agreed.  On the proposition of Cllr Tolley, seconded Cllr Leech it was <b>RESOLVED</b> to recommend to the Policy & Resource Committee a commencing salary of SCP16 rising to SCP17 on successful completion of the probationary period. Recommended that the budget for the role sits with the Property Committee.  On the proposition of Cllr Colman, seconded Cllr Tolley it was <b>RESOLVED</b> the employment contract and other arrangements including pension be in line with other members of staff, and that the recruitment panel consists of the Clerk and Cllr Yelland.  Recruitment timeline and Person Specification to be delegated to the recruitment panel.
	On the proposition of Cllr Leech, seconded Cllr Yelland, it was <b>RESOLVED</b> to exit Part 2 and ratify decisions made therein. The meeting was closed at 6.55pm

Clerk

Clerk

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**Chairman**