



IVYBRIDGE TOWN COUNCIL

Town Clerk
Jonathan Parsons

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PERSONNEL COMMITTEE

Dear Councillor,

You are summoned to attend a meeting of the Personnel Committee on **Tuesday 31st August 2021 at 10.30pm** at the Town Hall. The business that is to be transacted at this meeting is set out below.

If you are unable to attend this meeting, or will be late in arriving, please inform the Town Hall as soon as possible.

Thank you.

NB: As this meeting is of a confidential nature, members of the public and the press will be asked to withdraw from the meeting upon its commencement.

AGENDA

- PE21/09 **APOLOGIES:** To receive any apologies for non attendance at this meeting.
- PE21/10 **INTERESTS TO BE DECLARED:** In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interest including the nature and extent of such interests they may have in terms to be considered at this meeting.
- PE21/11 **GREEN BOOK:** To receive the updated version of the National Joint Council For Local Government Services National Agreement On Pay And Conditions Of Service (copy attached)
- PE21/12 **TRAINING:** To consider an update on staff and Councillor training (copy attached)
- PE21/13 **CODE OF CONDUCT:** To consider for recommendation to Full Council a new draft Code based on the new South Hams District Council Code (copy attached)

PE21/14

STAFFING UPDATE: To consider the attached report regarding confirmation of an appointment, a request for flexible working and a new draft job description.

Signed:.....
Town Clerk

24th August 2021