

IVYBRIDGE TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held via Zoom on Monday 29th March 2021 at 10.30am

Present: Cllr T Parsons
Cllr P Dredge
Cllr Mrs A Laity
Cllr Mrs E Silsbury
Cllr Mrs K Pringle

In Attendance: Jonathan Parsons (Town Clerk)

It was RESOLVED under Standing Order 10xxv to exclude the press and public from the meeting in respect of confidential or sensitive information which is prejudicial to the public interest. The Chairman asked Councillors to confirm that they had no other people in the room in view of the confidentiality.

PE20/17 **APOLOGIES:** Cllr Bowden.

PE20/18 **INTERESTS TO BE DECLARED:** In accordance with the Code of Conduct, Members were 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 There were none.

PE20/19 **STAFF HANDBOOK:** The updated handbook was considered (copy previously circulated).

Cllr Parsons began by acknowledging that the handbook was part of supporting the staff and he was grateful for their continued commitment over the last year. He also noted that Councillors and members of the public had been supportive and understanding of the challenges faced by the Council when working with people during the pandemic.

Cllr Silsbury noticed two mentions of the 'Business Manager' role on pages 2 and 54. The Town Clerk confirmed that he would correct those to 'Watermark Manager' or other appropriate role.

Cllr Dredge noted that an adjustment may need to be made to the handbook if the Code of Conduct changed in a way that affected it, which could be imminent.

It was **RESOLVED** to adopt the new Staff Handbook with the mentioned corrections.

PE20/20 **STAFF CONTRACT:** Members reviewed the new contract of employment (previously circulated).

The Town Clerk explained that this update by Ellis Whittam was necessary to bring us up to the standard of the government's 'Good Work Plan'.

Cllr Dredge felt it could be considered a little harsh in places, and Cllr Parsons explained that he felt it was important that it covered all eventualities.

The Town Clerk went on to explain that all employees had the right to ask for an updated contract.

Cllr Parsons requested that all staff have access to contract information.

It was **RESOLVED** to accept the new contract of employment for new employees and those that request it.

PE20/21

EMPLOYER DISCRETIONS POLICY: Councillors considered the updated policy decisions (previously circulated).

Cllr Dredge has worked through these but it was for the Town Clerk to officially submit them. He also explained it was an annual task that needed to be completed and that many of the discretions were unlikely to come in to play with our workforce but were required.

It was **RESOLVED** to adopt and submit the discretions to Peninsula Pensions.

PE20/22

TRAVEL AND SUBSISTENCE: Councillors considered the policy (previously circulated).

Cllr Dredge explained that he had put this policy together off the back of the Standing Orders review which removed mention of travel policy for Councillors. The rates had been taken from researching other Council's policies and the HMRC tax free allowances. There was one payment that could be made without receipts, that was the £5 out of pocket expenses for overnight trips.

Cllr Dredge noted that most Councillors and staff do not claim for meals, and overnight trips were extremely rare, however it was important to have a policy.

It was **RESOLVED** to recommend this new policy to Full Council.

PE20/23

JOB DESCRIPTION UPDATE: Councillors considered the report regarding the update of a job description and issuing of a contract to an existing employee (previously circulated).

Some amendments were discussed and the effects on other roles were considered.

It was **RESOLVED** to accept the updated Job Description with the amendments and issue the contract.

PE20/24

STAFFING MATTERS: Councillors considered the report including a contractual increment, an update on the pay award negotiations, and other staffing matters (previously circulated).

It was **RESOLVED** to accept the recommendations in the report.

The meeting closed at 11.09am

Signed:..... Dated:.....

Chairman

DRAFT