IVYBRIDGE TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held at The Town Hall on Tuesday 23rd November 2021 at 10.30am

Present: Cllr P Dredge

Cllr A Khong Cllr A Laity Cllr T Parsons

Cllr A Spencer as Deputy Mayor

In Attendance: Jonathan Parsons (Town Clerk)

PE21/15 APOLOGIES: Received from Cllr Bowden

PE21/16 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.

PE21/17 CONTRACT WORDING AND GREEN BOOK: Cllr Dredge

reminded the committee that at the last meeting the Town Clerk was asked to take advice on the ability for contract of employment

to override the Green Book.

Cllr Parsons has been involved in negotiations in the past and takes exception to people deviating from the terms of the Green Book. He accepted that there must have been an agreement to use the contract to adjust the terms of the Green Book.

The Town Clerk confirmed that the Green Book is still the basis of employment terms and conditions but the Personnel Committee over the years has agreed to contract wording revisions that override the Green Book. The Town Clerk confirmed that contract wording would continue to be bought to personnel when any changes were required, usually when legislation changes.

It was **RESOLVED** to accept the advice of WorkNest and to continue the current practice.

PE21/18 INCREMENTS: Members reviewed the report (previously

circulated).

It was **RESOLVED** to accept the proposed increments as per the report.

PE21/19

BUDGET: It was **RESOLVED** to defer this item to later in the agenda as it would be sensible to discuss the Parks Vacancy item first.

PE21/20

PARKS VACANCY: Councillors considered the report (previously circulated).

The discussions held with the outgoing post holder were considered with the proposals for the position and other establishment changed required moving forwards.

It was **RESOLVED** to accept the recommendations in the report and begin recruitment on that basis.

PE21/19

BUDGET: Councillors considered the report (previously circulated).

It was **RESOLVED** to recommend the budget to Policy and Resources which took into account the agreed roles and hours in item PE21/20 above.

PE21/21

STAFFING UPDATE: Councillors considered the report (previously circulated).

There was a discussion about the Appraisal Process and it was agreed that the process needed reviewing, with a more conventional top down approach and form to allow for open discussion and to give the team members a clear direction and expectations of their role in the organisation.

Cllr Spencer clarified additional policies that are in place to enable employees to raise any concerns.

It was **RESOLVED** to ask the Town Clerk to develop a new appraisal process and to complete the appraisals by the end of March 2022.

The meeting closed at 11.34am

Signed:	Dated:
Chairman	