

## IVYBRIDGE TOWN COUNCIL

### Minutes of the meeting of the Personnel Committee held at The Town Hall on Tuesday 31<sup>st</sup> August 2021 at 10.30am

**Present:** Cllr P Dredge  
Cllr A Khong  
Cllr A Laity  
Cllr T Parsons

**In Attendance:** Jonathan Parsons (Town Clerk)

PE21/09 **APOLOGIES:** Cllrs Bowden and Jago

PE21/10 **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.

PE21/11 **GREEN BOOK:** Cllr Dredge invited Cllr Parsons to speak on the item as it was included at his request.

Cllr Parsons explained the relevance of the 'Green Book' (previously circulated) from his experience, although he and the Town Clerk did have a difference of opinion on how it applied to the Town Council employees. He stated that it should apply in its entirety, and is unable to be amended without a formal workplace agreement.

The Town Clerk stated that he believed the 'Green Book' formed the basis of employees terms and conditions of employment but was amended by their contracts. The contracts offered to employees have stated this for many years and these contracts will have been agreed by this Committee and therefore this Council. He also stated he thought the 'Green Book' did not automatically apply at this tier of Local Councils.

It was **RESOLVED** to ask for advice from the Council's HR advisors Ellis Whittam as to how the Green Book applies and if the current situation of contracts overriding elements of the 'Green Book' was correct. The questions to be put to Ellis Whittam will be viewed by the committee before submission to ensure all areas of concern are covered.

PE21/12 **TRAINING:** Members reviewed the report (previously circulated).

Cllr Dredge explained he had asked Cllr Parsons to oversee Training.

Cllr Parsons reviewed the report with the Committee and raised concerns how little Councillor training had been provided.

It was **RESOLVED** to direct the Town Clerk to email new Councillors and Chairpersons and remind them that DALC training is available and to offer a suitable course or courses. In addition all Councillors will be emailed to remind them of the breadth of courses available to them should they feel they would benefit.

PE21/13      **CODE OF CONDUCT:**      Councillors considered the Code (previously circulated).

Cllr Dredge explained that the policy needed to be in-line with South Hams Code as the Monitoring Officer enforced the Code. It is also expected nationally that Codes would be in-line with each other for clarity.

It was **RESOLVED** to thank Cllr Dredge for the amount of time spent working on this and agreed to recommend the policy to Full Council for adoption on 20 September 2021.

PE21/14      **STAFFING UPDATE:**      Councillors considered the report (previously circulated).

The staffing matters were discussed by the Committee and amendments to the proposals agreed.

It was **RESOLVED** to receive the updates and accept the recommendations in the report with the amendments as discussed.

The meeting closed at 11.35am

Signed:.....      Dated: .....

Chairman