

IVYBRIDGE TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held at The Town Hall on Friday 6th May 2022 at 10am

Present: Cllr S Hladkij (as Mayor)
Cllr P Dredge (Chairperson)
Cllr A Khong

In Attendance: Jonathan Parsons (Town Clerk)

- PE21/22 **APOLOGIES:** Received from Cllr Parsons
- PE21/23 **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.
- PE21/24 **APPRAISAL PROCESS:** The Town Clerk took the committee through the proposed new appraisal process report.
- It was felt that the new process as detailed in the report and the attached forms was acceptable.
- It was **RESOLVED** to adopt the new appraisal process and the deadlines for completion of appraisals in 2022 in the report were noted.
- PE21/25 **POLICIES:** Cllr Dredge moved to include the revised Equality and Diversity Policy which was produced at the meeting and was unanimously supported.
- Members reviewed the three policies.
- The Equality and Diversity Policy should include a paragraph about monitoring progress, which Cllr Dredge said he would amend to include before it was put to full council.
- Stress Policy was agreed and it was noted that the offer of Counselling already happened and had been taken up.
- Training Policy was agreed, with a clerical error being corrected and a small addition to the induction checklist.
- Pensions Discretions Policy was accepted unamended.

It was **RESOLVED** to accept the proposed polices as amended and recommend them to Full Council for adoption and delegate to the Town Clerk to submit the Pension Discretions to Peninsula Pensions as agreed at this meeting.

PE21/26

STAFF UPDATE: It was **RESOLVED** to note this report..

The meeting closed at 11.04am

Signed:..... Dated:

Chairman

DRAFT