

**IVYBRIDGE TOWN COUNCIL****Minutes of the meeting of the Personnel Committee held in the St Pierre Room,  
Town Hall, Watermark, Ivybridge on Monday 25<sup>th</sup> March 2024, at 6.00pm**

**Present:** Cllr S Hladkij (Vice-Chair)

Cllr P Dredge  
Cllr A Khong  
Cllr S Murphy  
Cllr A Spencer

**In attendance:** K Elliott-Turner (Town Clerk)

PE23/18 **APOLOGIES**

Apologies for absence were received from Councillor K Pringle, no reason given. Councillors V Abbott and L Austen were absent without apologies.

PE23/19 **DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATIONS**

There were none.

PE23/20 **MINUTES – 12<sup>TH</sup> DECEMBER 2023**

**RESOLVED** that the minutes of the Personnel Committee meeting held on 12<sup>th</sup> December 2023 are confirmed and signed as a correct record.

PE23/21 **EXCLUSION OF PRESS & PUBLIC**

Under Standing Order 3(e), the Chairperson proposed to resolve to exclude the press and public for the following agenda items, as their presence would be prejudicial to the public interest by reason of the confidential nature of the business being transacted – staffing matters.

**PASSED BY MEMBERS**

PE23/22 **WATERMARK – ADDITIONAL STAFF MEMBER**

**RESOLVED** to create an additional catering assistant position, at 12 hours per week, at the usual salary rate for this position.

PE23/23 **TOWN CLERK'S PROBATIONARY PERIOD**

**RESOLVED:**

(a) To note that the Town Clerk has satisfactorily completed her 6-month probationary period, and that following an appraisal, the decision of

the Council Chair and Vice-Chair of Personnel that no further action or extension of the probationary period is required, is ratified.

- (b) That under flexible working, the Town Clerk is permitted to work from home, as and when required, a maximum of twice a week. Note, a Home Working Policy has been drafted for consideration by the Policy & Resources Committee.
- (c) That the Town Clerk's salary is increased to SCP46 from 1<sup>st</sup> April 2024.

CLOSED

DRAFT