

## IVYBRIDGE TOWN COUNCIL

### Minutes of the meeting of the Personnel Committee held at The Town Hall on Monday 24<sup>th</sup> May 2021 at 10.30am

**Present:** Cllr T Bowden  
Cllr P Dredge  
Cllr A Khong  
Cllr T Parsons  
Cllr A Spencer – Deputy Town Mayor

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

PE21/01            **ELECTION OF CHAIRPERSON:** Cllr Spencer opened the meeting and invited nominations for the position of Chairperson. Cllr Bowden nominated Cllr Dredge which Cllr Khong seconded, no other nominations were forthcoming and there was a show of hands to confirm a unanimous decision.

It was **RESOLVED** to confirm the election of Cllr Dredge as the Chairperson for the year 2021-2022.

Cllr Spencer handed over Chairmanship of the meeting to Cllr Dredge. Cllr Spencer remained at the meeting.

PE21/02            **ELECTION OF VICE-CHAIRPERSON:** Cllr Dredge invited nominations and Cllr Bowden nominated Cllr Parsons, and Cllr Dredge seconded the nomination. No other nominations were forthcoming and there was a show of hands to confirm a unanimous decision.

It was **RESOLVED** to confirm the election of Cllr Parsons as the Vice-Chairperson for the year 2021-2022.

***It was RESOLVED under Standing Order 11 xxv to exclude the press and public from the meeting in respect of confidential or sensitive information which is prejudicial to the public interest.***

PE21/03            **APOLOGIES:** Cllr Jago and Cllr Laity

PE21/04            **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.

PE21/05            **VOTE OF THANKS:** Cllr Dredge invited the Committee to a Vote of Thanks proposed by Cllr Parsons, and to include Cllr Parsons in that thanks for his service as Chairperson of the Committee.

Cllr Parsons explained that it had been a difficult year in lots of ways due to Covid 19 and staff illnesses. It was right to say thanks to the staff as both in The Watermark team and Town Hall team, there has a lot of flexibility required which can be difficult, but they had managed to keep the Council business moving.

Cllr Dredge added that the decision to support staff through this period demonstrates the Council's commitment to the team.

It was **RESOLVED** to record a vote of thanks unanimously.

PE21/06

**HR SUPPORT:** Members reviewed the report and proposal from the existing supplier (previously circulated).

Cllr Parsons explained his most recent experience had led him to question if Ellis Whittam were the most suitable supplier of HR Support Services to this Council but on reflection he was happy to stay with them.

There was then a discussion with the Town Clerk and Councillors about the quality of service received and usefulness of the service. It was felt a good value service was offered by Ellis Whittam.

It was **RESOLVED** to accept the recommendation in the report to renew for 36 months, but to review the situation in good time before the 12 month break clause deadline in May 2022.

PE21/07

**THE WATERMARK STRUCTURE:** Councillors considered the report (previously circulated).

Councillors discussed the report, including whether it would be sensible to advertise internally first. It was decided it would be best to advertise normally and encourage any internal applicants who felt they matched the specification as well. Cllr Spencer suggested the offer of training would encourage internal applicants. The Town Clerk explained that could be offered as a condition of appointment if it was felt the candidate was otherwise excellent and was the best overall candidate. Cllr Parsons and Cllr Bowden agreed it sensible to advertise locally as the job required the candidate to live nearby.

The Town Clerk advised a couple of small amendments to 'The Watermark Manager' job description.

It was **RESOLVED** to accept the recommendations in the report and start the recruitment process to the timescales detailed using the paid for advertising channels listed.

PE21/08

**PENSIONS UPDATE:** Councillors considered the report (previously circulated).

Cllr Dredge went through the report.

Cllr Dredge explained that he would continue in the roll of Stage 1 Appeals Officer and this would be handed over to the Town Clerk over the next 2 years.

Cllr Dredge explained that he had checked via the Senior Finance Officer that South Hams District Council are aware of the requirements reference salary changes as they run our payroll for us.

Cllr Dredge set out the many factors beyond our control that affect our employer contributions to the pension scheme. A more frequent actuarial review could result in a lowering or raising of the employer percentage contribution and so increasing the frequency from three-yearly to annually would not be a concern for this Council.

The consultation also covers the payment options for employers leaving the pension scheme, with options such as lump sum on exiting or staged payments over a number of year.

The Town Clerk highlighted that this was a consultation and we were not being expected to make a policy decision.

It was **RESOLVED** to accept the recommendations in the report and that Cllr Dredge and the Town Clerk would action.

The meeting closed at 11.15am

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