

IVYBRIDGE TOWN COUNCIL

Minutes of the meeting of the Personnel Committee held in the Beeson Suite, Watermark, Ivybridge on Tuesday 12th December 2023, at 10am

Present: Cllr K Pringle (Chairperson)

Cllr L Austen
Cllr S Hladkij
Cllr A Khong
Cllr S Murphy

In attendance: K Elliott-Turner (Town Clerk)

PE23/11 **APOLOGIES**

Apologies were received and accepted from Cllr P Dredge.

PE23/12 **DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATIONS**

There were none.

PE23/13 **MINUTES – 22ND AUGUST 2023**

RESOLVED that the minutes of the Personnel Committee meeting held on 22nd August 2023 are confirmed as a correct record.

PE23/14 **HR SUPPORT**

Members considered a proposal for a 3 or 5 year fixed term agreement with current HR providers, WorkNest, to include Employment Law & HR Support, HR Software Subscription (free of charge – would normally be £290 per annum), Legal Expenses Insurance and Administration Fee, and Learning Nest supporting 16 staff members. First year £1,820 (Learning Nest is free of charge for first year), £2,477 per annum plus 3% or R.P.I. Current 3 year agreement ends 25th May 2024.

RESOLVED to renew contract with WorkNest for a 3 year fixed term agreement from 26th May 2024, to include above subscription, software, insurance and learning elements.

PE23/15 **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

PE23/16

2023/2024 INCREMENTS

Members were previously provided with a report detailing the contractual pay increments due for the remainder of this year.

RESOLVED to note the contractual pay increments for the remainder of 2023/2024.

PE23/17

2024/2025 BUDGET

Members considered the proposed staffing budgets for 2024/2025.

RECOMMENDED that the draft Personnel Committee in-principle budget is forwarded to Policy & Resources Committee.

During consideration of this item, a request was made for the next meeting to consider costs to hire in an external shredding company to dispose of old documents falling outside of the council's document retention period. Also, to look at potential for a level 2 administration apprentice.

CLOSED