



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)*

Wednesday 7 April 2021

Dear Councillor

I write to summon you to the meeting of **Personnel Committee** to be held on the Virtual Zoom Platform on **Tuesday 13th April 2021 at 6.30 pm.**

Yours sincerely,

R Lane  
PP Town Clerk

**To Councillors:**

J Dent M Fox S Martin J Peggs J Rance (Vice-Chairman) B Samuels (Chairman)	Other members of the Council for information
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## Agenda

1. Announcements:
  - a. To confirm that all present can hear the proceedings.
  - b. Roll call of Members, Public and Press present.
  - c. To confirm the meeting is quorate.
  - d. Meeting procedure.
2. **Public Bodies (Admission to Meetings) Act 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

Chairman to confirm the Personnel Meeting is now in Part Two.  
Due to virtual meetings of the Personnel Committee I request a roll call and approval from Members and Officers that there is nobody in the room with you and that the agenda items to be considered at this meeting remain confidential.
3. Apologies.
4. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. To receive and approve the minutes of the Personnel Committee held on 26th January 2021 and the Extraordinary Personnel minutes held on 2nd March 2021 as a true and correct record.
6. To consider Risk Management reports as may be received.
7. Budget statements:
  - a. To receive the current Committee budget statement.
8. To receive updates to the Pension Policy.
9. To receive a report on revised pension policy regarding monthly re-attributions calculations.
10. To ratify the COVID-19 Delegated Decision Register.  
None.

11. To consider training requests and to report back on training attended.
12. To receive the updated STC Services and Operational Recovery Report - Risk Assessment to be worked up following any amendments.
13. To receive the notes of the Informal Meeting with the Personnel Members held on Tuesday 6th April 2021 and consider any recommendations.
14. To approve the amended job description and person specification for the post of Receptionist / Mayor's Secretary.
15. Staffing:
  - a. To report back on annual appraisals, incremental point progression and any agreed actions and associated expenditure.
  - b. To report back on 6-month probation reviews
  - c. To report back on end of year annual leave
  - d. To consider personnel matters as reported by the Town Clerk.
16. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Tuesday 25 May 2021 at 6.30 pm