



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk*

Wednesday 21 July 2021

Dear Councillor

I write to summon you to the meeting of **Personnel Committee** to be held at the Guildhall on **Tuesday 27th July 2021 at 6.30 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, and to consider their own unique circumstances before attending.

Yours sincerely,

PP R Lane
Town Clerk

To Councillors:

G Challen S Martin S Miller J Peggs B Samuels G Taylor (Chairman)	Other members of the Council for information
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Agenda

1. Health and Safety Announcements
2. Apologies.
3. 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
4. To receive and approve the minutes of the Extraordinary Personnel Committee held on Thursday 15th July 2021 as a true and correct record. (Pages 4 - 5)
5. To consider Risk Management reports as may be received.
6. Budget statements: (Page 6)
 - a. To receive the current Committee budget statement.
7. To consider training requests and to report back on training attended.
8. To consider amendments to the Terms of Reference. (Pages 7 - 10)
9. To consider the Investors in People Scheme.
10. To ratify the recruitment costs for the position of Receptionist / Mayors Secretary.
11. To ratify the library phased opening operational hours.
12. To consider provision for flu jabs for all Officers.
13. 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.

14. Staffing:
 - a. To consider appointing a SDGA on a temporary basis to cover the departure of the Senior SDGA until the permanent position is filled.
 - b. To review the National Joint Council scales together with the Job Descriptions.

16. To consider urgent non-financial items at the discretion of the Chairman.

17. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 28 September 2021 at 6.30 pm