



Saltash Town Council

Konsel An Dre Essa



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

22 September 2021

Dear Councillor

I write to summon you to the **Meeting of the Personnel Committee** to be held at the Guildhall on **Tuesday 28th September 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.

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,

Sinead Burrows
Acting Town Clerk

To Councillors:

G Challen S Martin (Vice-Chairman) 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 Personnel Committee held on Tuesday 27th July 2021 and the Extraordinary Personnel Committee meeting held on Thursday 26th August 2021 as a true and correct record. (Pages 4 - 11)
5. To consider Risk Management reports as may be received.
6. Budget statements:
 - a. To receive the current Committee budget statement (Page 12)
 - b. To set the Personnel budget for the year 2022/23
7. To receive, consider and recommend amendments to the Committees Terms of Reference to the next Policy and Finance Meeting (Pages 13 - 15)
8. To consider training requests and to report back on training attended.
9. 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.

Members are reminded that items discussed are of the strictest confidence and must not be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

10. To receive and consider a Service Delivery Staffing Report.
11. To receive and consider the full ACCA Accountancy Training Syllabus for Model Three.
(Pursuant to Personnel held on 27.07.21 minute nr. 58/20/21)
12. To appoint three Members together with the Acting Town Clerk to a Recruitment Sub Group.
13. To consider urgent non-financial items at the discretion of the Chairman.
14. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 23 November 2021 at 6.30 pm