



Saltash Town Council

Konsel An Dre Essa



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

17 November 2021

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Tuesday 23rd November 2021 at 6.30 pm.**

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.

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Acting Town Clerk

To Councillors:

G Challen S Martin (Vice-Chairman) S Miller J Peggs G Taylor (Chairman)	All other Councillors 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. Acting 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: (Pages 4 - 12)
 - a. Private and Confidential Extraordinary Personnel Committee held on 26th August 2021 as a true and correct record.
 - b. Personnel Committee held on 28th September 2021 as a true and correct record.
 - c. Extraordinary Personnel Committee held on 1st November 2021 as a true and correct record.
5. To consider Risk Management reports as may be received.
6. To receive the current Committee budget statement
7. To consider training requests and report back on training attended.
 - a. ACAS - Essential Skills for Line Managers.
8. To receive a verbal update on the Officer Safeguarding policy.
(Pursuant to minute 46/21/22 Personnel Committee meeting held 30.06.21)
9. To receive a verbal update on the Local Government pay deal.
10. To receive a verbal update on the proposed amendments to the Local Government NJC Green Book.
11. To receive a Disclosure and Barring Service (DBS) report together with a template form and to consider the options and any associated expenditure.
(Pages 13 - 17)
12. To approve the Christmas 2021 payroll to be processed on 17th December 2021 due to the Christmas shutdown period.
13. To receive a verbal update on the Winter Covid-19 Guidance.

14. Public Bodies (Admission to Meetings) Act 1960

To resolve to exclude the public and press due to the nature of business to be transacted.

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.

15. To consider various staffing matters.

16. To receive and consider recommending to Full Council:

- a. The Town Clerk / RFO job description and person specification. (Pages 18 - 26)
- b. The recruitment process for the position of a Town Clerk / RFO.
- c. STC organisational structure.

17. Public Bodies (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

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

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

Date of next meeting: Tuesday 25 January 2022 6.30 pm