



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
19 January 2022

Dear Councillor

I write to summon you to the **Meeting of the Personnel Committee** to be held at the Guildhall on **Tuesday 25th January 2022 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.

All persons must wear a face covering unless medically exempt when entering the Guildhall building and in communal areas. Councillors can remove face covering once seated, members of the public and press are to continue wearing a face covering. We ask everyone to respect each other's space and to consider their own unique circumstances before attending Town Council meetings. Please do not attend if you feel unwell or tested positive for Covid-19.

Prior to attending Town Council meetings please review the Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment here: <https://modern.saltash.gov.uk/documents/s3207/Guildhall%20Covid-19%20Physical%20Face%20to%20Face%20Council%20Meetings%20Risk%20Assessment.pdf>.

The meeting is open to members of the public and press. 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,

S Burrows
Acting Town Clerk

To Councillors:

G Challen J Dent S Martin (Chairman) S Miller J Peggs (Vice-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. 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 Extraordinary Personnel Committee held on Thursday 6th January 2022 as a true and correct record. (Pages 4 - 7)
5. To consider Risk Management reports as may be received.
6. To receive the current Committee budget statement. (Page 8)
7. To note training requests authorised by line managers and to report back on training attended. (Page 9)
8. Staffing:
 - a. To revisit the post of Administration / HR Assistant at the request of the Policy and Finance Committee.
(Pursuant to minute nr.124/21/22 P&F held on 24.11.21)
 - b. To consider the Christmas shutdown period for the year 2022.
 - c. To receive an update on the annual appraisals.
 - d. To receive the latest Government directive on officer home working.
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 a report from the Acting Town Clerk.
11. To receive a verbal report from the Chairman of the Member Panel and agree any actions with associated expenditure.
12. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
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 29 March 2022 at 6.30 pm