



# ***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)

23 March 2022

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Tuesday 29th March 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 are encouraged to 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 encouraged 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/ecCatDisplay.aspx?sch=doc&cat=13283>

Yours sincerely,

Sinead Burrows  
Acting Town Clerk

**To Councillors:**

G Challen J Dent S Martin (Chairman) S Miller J Peggs (Vice-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 Personnel Committee held on Tuesday 25th January 2022 and the Extraordinary Personnel Committee meeting held on Thursday 10th March 2022 as a true and correct record. (Pages 4 - 12)
5. To consider Risk Management reports as may be received.
6. To receive the current Committee budget statement. (Page 13)
7. To receive the current training budget, consider training requests and to report back on training attended. (Page 14)
8. To receive a report on the provenance of the 'Saltash Day' award and consider future allocation.
9. To receive and consider recommending to Full Council the following policies:
  - a. Local Government Pension Scheme for the year 2022-23. (Pages 15 - 19)
  - b. Staff / Members Relations Policy. (Pages 20 - 26)
10. To receive and consider approving the annual updates to Saltash Town Council's Employee Handbook. (Pages 27 - 99)
11. To receive and consider approving an amendment to Saltash Town Council's Terms and Conditions of Employment.
12. Town Clerk (Proper Officer) / Responsible Finance Officer Recruitment Update.

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.

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.

14. To receive a report for additional staffing hours to support the Queens Platinum Jubilee Event and consider any actions and associated expenditure.

**(Pursuant to FTC held on 13.01.22 minute nr. 333/21/22)**

15. To receive a report on staff annual incremental salary points and consider any actions and associated expenditure.

16. To receive a report on the end of year 2021-22 annual leave and TOIL records and consider any carried forward requests.

17. To receive a report to outsource HR work and consider any actions and associated expenditure.

**(Pursuant to minute 114/21/22 Personnel meeting held on the 6<sup>th</sup> January 2022)**

18. To receive a staffing report from the Acting Town Clerk.

19. Public Bodies (Admission to Meetings) Act 1960

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

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

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

Date of next meeting: Thursday 26 May 2022 6.30 pm