



# ***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)*

18 November 2022

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 24th November 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.

Yours sincerely,

S Burrows  
Town Clerk

**To Councillors:**

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	All other Councillors for information
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## Agenda

1. Apologies.
2. 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
3. To receive and approve the minutes of the Personnel Committee held on Thursday 29th September 2022 and the Extraordinary Personnel Committee held on Friday 11th November 2022 as a true and correct record. (Pages 4 - 13)
4. To consider Risk Management reports as may be received.
5. To consider Health and Safety reports as may be received.
6. To receive the current Committee budget statement and consider any actions and associated expenditure. (Page 14)
7. To note the appointment of an Assistant Town Clerk.
8. To report back on staff performance reviews and consider any actions and associated expenditure.
9. To review the Employee Handbook request and consider any actions and associated expenditure. (Page 15)
10. To review Covid-19 working practices and consider any actions and associated expenditure. (Pages 16 - 19)
11. To review Rosevale Accountants finance support agreement and consider any actions and associated expenditure. (Page 20)  
**(Pursuant to Personnel held on 29.9.22 minute nr. 59/22/23)**
12. To receive and consider recommending to Full Town Council the Safeguarding Policy. (Pages 21 - 32)
13. To receive the Service Delivery Christmas rota and consider any actions and associated expenditure.
14. To review the Christmas Payroll and consider any actions and associated expenditure.

15. 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.

16. To consider any items referred from the main part of the agenda.
17. To receive and approve the Private and Confidential minutes of the Extraordinary Personnel Committee held on Friday 11th November 2022 as a true and correct record.
18. To receive a report on the bench marking exercise and consider any actions and associated expenditure.
19. To receive a report on the NJC Pay Claim Deal 2022-23 and consider any actions and associated expenditure.
20. To receive a report from the Town Clerk and consider any actions and associated expenditure.
21. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
22. To consider urgent non-financial items at the discretion of the Chairman.
23. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 26 January 2023 6.30 pm