



Saltash Town Council

Konsel An Dre Essa



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

24 March 2023

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 30th March 2023 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. 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. The 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 24th January 2023 as a true and correct record. (Pages 5 - 10)
5. To consider Risk Management reports as may be received.
6. To consider Health and Safety reports as may be received.
7. To receive the current Committee budget statement and consider any actions and associated expenditure. (Page 11)
8. To receive a report on staff training and consider any actions and associated expenditure. (Pages 12 - 15)
9. To receive a report on staff end of year annual leave and consider any actions and associated expenditure. (Page 16)
10. To receive a report on the importance of eye health care and consider any actions and associated expenditure. (Pages 17 - 25)
11. To review the Town Council uniform responses and consider any actions and associated expenditure. (Pages 26 - 32)
12. To receive a report on the Cycle 2 Work Scheme and consider any actions and associated expenditure. (Pages 33 - 36)
13. To receive a recommendation from the Devolution Sub Committee and consider any actions and associated expenditure. (Pages 37 - 38)
14. To review the Finance Officer vacant post and consider any actions and associated expenditure. (Pages 39 - 45)
15. To ratify and review the Service Delivery General Assistant job advert and consider any actions and associated expenditure. (Pages 46 - 50)

16. To review the HR Consultancy Agreement and consider any actions and associated expenditure (Pages 51 - 54)
(Pursuant to Personnel held on 29.09.22 minute nr. 52/22/23)

17. To review Rosevale Accountants Payroll Services and consider any actions and associated expenditure. (Page 55)
(Pursuant to minute number 101/22/23 meeting held on 24th January 2023)

18. 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.

19. To receive a Service Delivery working request and consider any actions and associated expenditure.

20. To receive a report from Human Resources Support Consultancy and consider any actions and associated expenditure.

21. To receive a Library working request and consider any actions and associated expenditure.

22. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.

23. To receive a verbal report from the Staffing Member Panel and agree actions and associated expenditure.

24. To consider any items referred from the main part of the agenda.

25. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.

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

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

Date of next meeting:

Thursday 29 June 2023 6.30 pm