



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
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23 June 2023

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 29th June 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 S Miller J Peggs B Stoyel	All other Councillors for information
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Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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
6. To receive and approve the minutes of the Personnel Committee held on 30th March 2023 and the Extraordinary Personnel Committee held on 17th April 2023 as a true and correct record. (Pages 5 - 18)
7. To consider Risk Management reports as may be received.
8. To consider Health and Safety reports as may be received.
9. To receive the current Committee budget statement and consider any actions and associated expenditure. (Page 19)
10. To receive the training budget, report back on training attended and consider training requests and any associated expenditure. (Pages 20 - 25)
11. To ratify Service Delivery training expenditure. (Page 26)
12. To review Employment Law training for Members of the Personnel Committee and consider any actions and associated expenditure. (Page 27)
13. To review Employment Law training for Line Managers and consider any actions and associated expenditure. (Page 28)
14. To note the appointment of a Finance Officer.
15. To ratify recruitment agency cost. (Page 29)
16. To note the departure of a Service Delivery General Assistant.
17. To receive an update on the recruitment of a Service Delivery General Assistant and consider any actions and associated expenditure.

18. To receive an update on the recruitment of a Service Delivery Manager and consider any actions and associated expenditure.
19. To further review the Cycle 2 work scheme request and consider any actions and associated expenditure. (Pages 30 - 54)
(Pursuant to Personnel held on 30.03.23 minute nr. 121/22/23)
20. To review provision for flu and covid jabs for all Town Council Officers and consider any actions and associated expenditure.
21. To receive a recommendation from the Devolution Sub Committee and consider any action or associated expenditure. (Pages 55 - 56)
(Pursuant to Devolution held on 11.05.23 minute nr. 10/23/24)
22. To review Rosevale Accountants Payroll Services and consider any actions and associated expenditure. (Page 57)
(Pursuant to Personnel held on 30.03.23 minute nr. 126/22/23)
23. To review Rosevale Accountants Finance Service and consider any actions and associated expenditure. (Page 58)
(Pursuant to Personnel held on 30.03.23 minute nr. 123/22/23)
24. To receive a report on the Bright HR contract and consider any actions and associated expenditure. (Page 59)
25. To review the 'Saltash Day' for the year 2023 and consider any actions and associated expenditure.
26. 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.

27. To receive a motion study and consider any actions and associated expenditure.
(Pursuant to Personnel held on 30.03.23 minute nr. 128/22/23)

28. To receive a report from Human Resources Support Consultancy and consider any actions and associated expenditure.
(Pursuant to Personnel held on 30.03.23 minute nr. 129/22/23)
29. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
30. To consider any items referred from the main part of the agenda.
31. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
32. To consider urgent non-financial items at the discretion of the Chairman.
33. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 26 October 2023 6.30 pm