



# ***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)*

20 October 2023

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 26th October 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,

A handwritten signature in black ink, appearing to be 'S Burrows'.

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 29th June 2023 as a true and correct record. (Pages 4 - 15)
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 16)
8. To consider the Personnel Committee priorities for the next three years working within the six Town Council Strategic Priorities. (Page 17)
9. To receive Health Surveillance quotes and consider any actions and associated expenditure. (Pages 18 - 20)
10. To set the Personnel Committee Budget for the year 2024/25 recommending to the Policy and Finance Committee. (Page 21)
11. To receive the training budget, report back on training attended and consider training requests and any associated expenditure. (Pages 22 - 29)
12. To note the appointment of a Service Delivery Manager.
13. To note the appointment of a Service Delivery General Assistant and ratify any associated expenditure.
14. To receive the Service Delivery Christmas Hours and consider any actions and associated expenditure. (Page 30)
15. To review the Christmas Payroll and consider any actions and associated expenditure.

16. 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.

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

18. To receive and consider a recommendation from the Services Committee held on 12th October 2023. (Page 31)

19. To receive the Organisational Structure and consider any actions and associated expenditure.

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

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 29 February 2024 6.30 pm