



Saltash Town Council

Konsel An Dre Essa



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

23 February 2024

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 29th February 2024 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 16th November 2023 as a true and correct record. (Pages 5 - 8)
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 Personnel Committee budget statement and consider any actions and associated expenditure. (Page 9)
8. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Budget; (Page 10)
 - b. Training Attended; (Pages 11 - 15)
 - c. Training Requests. (Pages 16 - 25)
9. To receive an update on staff end of year annual leave 2023-24 and consider any actions and associated expenditure. (Page 26)
10. To note the appointment of a Service Delivery General Assistant.
11. To review the Christmas and New Year shut down for the year 2024 and consider any actions and associated expenditure. (Page 27)
12. To review the 'Saltash Day' for the year 2024 and consider any actions and associated expenditure. (Page 28)
13. To receive a report on BrightPay Software and consider any actions and associated expenditure. (Page 29)
14. To review team compliments and consider any actions and associated expenditure. (Page 30)

15. To review Rosevale Accountants Payroll Services and consider any actions and associated expenditure. (Page 31)
(Pursuant to Personnel held on 29.06.23 minute nr. 39/23/24)
16. To review Rosevale Accountants Finance Service and consider any actions and associated expenditure.
17. To review the Protocol for Member Officer Relations Policy and consider any actions and associated expenditure. (Pages 32 - 41)
18. To review the appointment of a Town Crier and consider any actions and associated expenditure.
19. To receive the following Draft Job Descriptions and Person Specifications and consider any actions and associated expenditure:
 - a. Development Manager; (Pages 42 - 48)
 - b. Communications and Engagement Officer. (Pages 49 - 53)
20. 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.

21. To receive a report on the annual staff performance reviews and consider any actions and associated expenditure.
22. To receive a flexible working request and consider any actions and associated expenditure.
23. To receive a staffing report from the Town Clerk and consider any 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 27 June 2024 6.30 pm