



Saltash Town Council

Konsel An Dre Essa



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

14 June 2024

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 20th June 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/ RFO

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. Apologies.
4. 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
5. To receive and approve the minutes of the Extraordinary Personnel Committee held on 12 April 2024 as a true and correct record. (Pages 5 - 10)
6. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Pages 11 - 12)
7. To consider Health and Safety reports as may be received.
8. To consider Risk Management reports as may be received.
9. To receive an update on Rosevale Accountants payroll service and consider any actions and associated expenditure.
10. To review the Christmas Payroll and consider any actions and associated expenditure.
11. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Attended; (Pages 13 - 16)
 - b. Training Requests;
12. To review updates to the following policies and consider any actions and associated expenditure:
 - a. Protocol for Member Officer Relations; (Pages 17 - 31)
(Pursuant to Personnel held on 29.02.24 minute nr 90/23/24)
 - b. Recruitment and Selection; (Pages 32 - 41)

- c. Employee Dress Code. (Pages 42 - 45)
13. To receive an update on the Town Council recruitment and consider any actions and associated expenditure:
- a. Office Manager / Assistant to the Town Clerk;
 - b. Development and Engagement Manager;
 - c. Communications and Engagement Officer.
14. To review the appointment of a Town Crier and consider any actions and associated expenditure.
(Pursuant to Personnel held on 29.02.24 minute nr 91/23/24)
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 receive and approve private and confidential minutes of the Extraordinary Personnel Committee held on 12 April 2024 as a true and correct record.
17. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
18. To consider any items referred from the main part of the agenda.

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

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

Date of next meeting: Thursday 31 October 2024 6.30 pm