



Saltash Town Council

Konsel An Dre Essa



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

25 October 2024

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 31st October 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 (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	All other Councillors for information
--	---------------------------------------

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 20 June 2024 as a true and correct record. (Pages 5 - 12)
5. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Pages 13 - 14)
6. To consider Risk Management reports as may be received.
7. To consider Health and Safety reports as may be received.
8. To receive a recommendation from the Town Vision Sub Committee and consider any actions and associated expenditure. (Pages 15 - 25)
9. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Attended;
 - b. Training Requests; (Pages 26 - 87)
10. To note the appointment of the Development and Engagement Manager.
11. To note the appointment of the Office Manager / Assistant to the Town Clerk.
12. To receive staff compliments and consider any actions and associated expenditure. (Pages 88 - 92)
13. To review provision for flu and covid vaccines for all Town Council Officers and consider any actions and associated expenditure. (Page 93)
14. To receive the National Joint Council scale increase for the year 2024-25 and consider any actions and associated expenditure.
15. To receive a report on the Communication and Engagement Officer role and consider any actions and associated expenditure. (Pages 94 - 97)

16. To receive a report on appointing an Assistant Community Hub Team Leader and consider any actions and associated expenditure.
17. To receive a report on appointing additional Service Delivery Staff and consider any actions and associated expenditure.
18. To receive the draft Employee Recognition Scheme and consider any actions. (Pages 98 - 102)
19. To set the Personnel Committee Budget for the year 2025/26 recommending to the Policy and Finance Committee. (Pages 103 - 104)
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 staffing report from the Town Clerk and consider any actions and associated expenditure.
22. To receive a collaborative flexible working request and consider any actions and associated expenditure.
23. To receive a report from Human Resources Support Consultancy 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 confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Friday 28 February 2025 6.30 pm