



Saltash Town Council

Konsel An Dre Essa



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

21 February 2025

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 27th February 2025 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
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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 Extraordinary Personnel Committee held on 19 December 2024 as a true and correct record. (Pages 5 - 9)
5. To receive a recommendation from the Town Vision Sub Committee and consider any actions and associated expenditure. (Page 10)
6. To receive and review the Personnel Committee Business Plan Deliverables for quarter three and consider any actions and expenditure. (Pages 11 - 18)
7. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Pages 19 - 20)
8. To consider Risk Management reports as may be received.
9. To consider Health and Safety reports as may be received.
10. To review the following Town Council Policies:
 - a. Data Protection - Criminal Records Information Policy; (Pages 21 - 34)
 - b. Data Protection Policy (Employees); (Pages 35 - 54)
 - c. Disability Employment Policy; (Pages 55 - 92)
 - d. Equality and Diversity Policy; (Pages 93 - 99)
 - e. Employee Handbook; (Pages 100 - 173)
 - f. Employee Recognition Scheme; (Pages 174 - 178)
 - g. Protocol for Member Officer Relations; (Pages 179 - 191)
 - h. Recruitment & Selection Policy; (Pages 192 - 201)

- i. Training and Development Policy; (Pages 202 - 208)
- 11. To receive staff compliments and consider any actions and associated expenditure. (Pages 209 - 210)
- 12. To note the appointment of the Communications and Engagement Officer.
- 13. To note the appointment of the Administration Officer and consider any actions and associated expenditure.
- 14. To receive updated Job Descriptions and consider any actions and associated expenditure:
 - a. Administration Officer; (Pages 211 - 213)
 - b. Planning and General Administrator; (Pages 214 - 216)
 - c. Receptionist / Mayor's Secretary. (Pages 217 - 219)
- 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 the minutes of the Extraordinary Private and Confidential Personnel Committee held on 19 December 2024 as a true and correct record.
- 17. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Attended;
 - b. Training Requests;
- 18. To receive a report from the Community Hub Team Leader and consider any actions and associated expenditure.

19. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
20. To receive a report on annual staff performance reviews and consider any actions and associated expenditure.
21. To receive a report on staff end of year annual leave 2024-25 and consider any actions and associated expenditure.
22. To receive nominations for the Employee Recognition Scheme and consider any actions and associated expenditure.
23. To receive a report from HR 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: Thursday 26 June 2025 6.30 pm