



Saltash Town Council

Konsel An Dre Essa



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

23 May 2025

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 29th May 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.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows
Town Clerk/ RFO

To Councillors:

| | |
|---|---------------------------------------|
| J Brady R Bullock L Mortimore J Peggs P Samuels B Stoyel | All other Councillors for information |
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Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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
6. To receive and approve the minutes of the Extraordinary Personnel Committee held on 27 March 2025 as a true and correct record. (Pages 5 - 8)
7. To consider Risk Management reports as may be received.
8. To consider Health and Safety reports as may be received.
9. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Pages 9 - 12)
10. To receive a report on the level of staff contingency and consider any actions and associated expenditure.
11. To review the 2025 Christmas payroll date and consider any actions and associated expenditure.
12. To review the Personnel Committee's Business Plan Deliverables and consider any actions and associated expenditure:
 - a. Quarter Four for the year 2024/25; (Pages 13 - 20)
 - b. Quarter One for the year 2025/26.
13. To note the appointment of a Community Hub Assistant.
14. To note the resignation of the Senior Policy and Data Compliance Monitoring Officer.
15. To note the resignation of the Community Hub Team Leader.
16. To note the resignation of the Planning and General Administrator.

17. To receive staff compliments and consider any actions. (Pages 21 - 24)
18. To receive a report on the Town Council Christmas and New Year operational hours for the year 2025/26 and consider any actions and associated expenditure (Pages 25 - 27)
19. To receive a report on the Town Council 'Saltash Day' for the year 2025/26 and consider any actions and associated expenditure. (Page 28)
20. To receive a report on the role of the Town Crier and consider any actions and associated expenditure. (Pages 29 - 34)
21. To ratify the amended job description and person specification for the post Community Hub Team Leader. (Pages 35 - 43)
22. To receive draft Job descriptions for the Town Sergeant and Mace Bearer and consider any actions and associated expenditure.
23. To receive amendments to the following policies and consider any actions:
 - a. Safeguarding; (Pages 44 - 75)
(Pursuant to Extraordinary Personnel Committee meeting held on 19.12.24 minute nr. 63/24/25)
 - b. Recruitment. (Pages 76 - 87)
24. 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. Engaging in such conduct may bring the Town Council into disrepute.

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.

Please ensure all CONFIDENTIAL papers are returned to the Town Clerk immediately after this meeting.

25. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Attended;
 - b. Training Requests;
26. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
27. To receive a report on the structure of the Administration Department and consider any actions and associated expenditure.
28. To receive exit interviews and consider any actions and associated expenditure.
29. To receive nominations for the Employee Recognition Scheme and consider any actions and associated expenditure.
30. To consider any items referred from the main part of the agenda.
31. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 31 July 2025 6.30 pm