



Saltash Town Council

Konsel An Dre Essa



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

24 October 2025

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 30th October 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 (Vice-Chairman) J Peggs (Chairman) P Samuels 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. 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. Engaging in such conduct may bring the Town Council into disrepute.

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.

5. To receive and approve the following minutes as a true and correct record:
 - a. Private and Confidential Personnel Committee meeting held on 29 May 2025;
 - b. Private and Confidential Personnel Committee meeting held on 31 July 2025.

6. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Attended;
 - b. Training Requests;
7. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
8. To receive a recruitment report from Human Resources Support Consultancy and consider any actions and associated expenditure.
9. To receive exit interviews and consider any actions and associated expenditure.
10. To receive a flexible working request and consider any actions and associated expenditure.
11. To consider any items referred from the main part of the agenda.
12. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
13. To receive and approve the minutes of the Personnel Committee held on 31 July 2025 as a true and correct record. (Pages 5 - 13)
14. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Page 14)
15. To set the Personnel Committee Budget for the year 2026/27 recommending to the Policy and Finance Committee. (Page 15)
16. To consider Risk Management reports as may be received.
17. To consider Health and Safety reports as may be received.
18. To review the Personnel Committee's Business Plan Deliverables and consider any actions and associated expenditure: (Page 16)
 - a. Quarter Two for the year 2025/26;
 - b. Quarter Three for the year 2025/26.

19. To receive team compliments and consider any actions. (Pages 17 - 19)
20. To receive a report on the Town Council's Organisation Structure and consider any actions. (Pages 20 - 21)
21. To receive updates to the Recruitment and Selection Policy and consider any actions and associated expenditure. (Pages 22 - 33)
22. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 26 February 2026 6.30 pm