



Saltash Town Council

Konsel An Dre Essa



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

25 July 2025

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 31st July 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,

A handwritten signature in black ink, appearing to be 'S Burrows'.

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. To receive and approve the minutes of the Personnel Committee held on 29 May 2025 as a true and correct record. (Pages 5 - 14)
5. To consider Risk Management reports as may be received.
6. To consider Health and Safety reports as may be received.
7. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Page 15)
8. To receive a recommendation from Town Vision and consider any actions and associated expenditure. (Pages 16 - 20)
9. To note the resignation of the Administration Assistant for the Service Delivery Department.
10. To note the appointment of a Planning and General Administrator.
11. To receive a report on the Casual Caretaker position and consider any actions and associated expenditure. (Pages 21 - 27)
12. To receive updated Job Descriptions and Person Specifications and consider any actions and associated expenditure:
 - a. Cleaner / Caretaker; (Pages 28 - 29)
 - b. Administration Assistant - Service Delivery. (Pages 30 - 33)
13. To receive draft Job descriptions for the Town Sergeant and Mace Bearer and consider any actions and associated expenditure. (Pages 34 - 40)
(Pursuant to Personnel Committee held 29.05.25 Minute nr 21/24/25)
14. To receive a report on health care insurance and consider any actions and associated expenditure. (Pages 41 - 57)

15. To receive a report on the Town Council recruitment and selection process and consider any actions and associated expenditure. (Pages 58 - 60)
16. To receive a report on GDPR compliance and consider any actions and associated expenditure. (Pages 61 - 69)
17. To receive a report on Portable Appliance Testing and consider any actions and associated expenditure. (Pages 70 - 84)
(Pursuant to the Personnel Committee meeting held 27.02.25 minute 83/24/25)

18. 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.

19. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Attended;
 - b. Training Requests;
20. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
21. To receive nominations for the Employee Recognition Scheme and consider any actions and associated expenditure.
22. To receive an exit interview and consider any actions and associated expenditure.
23. To receive a report on Town Council employment contracts 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 30 October 2025 6.30 pm