



# **Saltash Town Council**

*Konsel An Dre Essa*



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

19 June 2026

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 25th June 2026 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 (Vice-Chairman) L Mortimore (Chairman) J Peggs P Samuels B Stoyel	All other Councillors for information
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## Agenda

1. Civility and Respect Pledge Reminder.  
The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.
2. Health and Safety Announcements.
3. Apologies.
4. 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
5. To receive and approve the minutes of the Extraordinary Personnel Committee held on 14 May 2026 as a true and correct record. (Pages 5 - 8)
6. To review the Personnel Business Plan Deliverables and consider any actions and associated expenditure; (Pages 9 - 10)  
**(Pursuant to Personnel held on 26.02.2026 minute nr. 81/25/26)**
7. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Page 11)
8. To consider Risk Management reports as may be received.
9. To consider Health and Safety reports as may be received.
10. To receive the draft updated Personnel Committee Terms of Reference and consider any actions. (Pages 12 - 24)
11. To receive and note a report on the Local Government Pension Scheme. (Pages 25 - 36)
12. To receive a report on the Armed Forces Employer Recognition Scheme and consider any actions and associated expenditure. (Pages 37 - 43)  
**(Pursuant to FTC held on 4.6.26 minute nr. 71/26/27)**
13. To review team compliments and consider any actions and associated expenditure. (Pages 44 - 46)

14. To note the appointment of;
  - a. The Administration Assistant;
  - b. The Communications and Engagement Officer;
  - c. The Casual Caretaker.
  
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. 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.
  
16. To receive and approve the minutes of the Private and Confidential Personnel Committee held on 30 October 2025 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 and note an update on Phase 1 of the appointment of South West Councils.
  
19. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
  
20. To receive a report from Human Resources Support Consultancy and consider any actions and associated expenditure.

21. To receive a report from the Chairman of the Personnel Committee and consider any actions and associated expenditure.
22. To consider any items referred from the main part of the agenda.
23. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
24. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Thursday 29 October 2026 6.30 pm