

**To receive the draft updated Personnel Committee Terms
of Reference and consider any actions**

Report to: Personnel Committee

Date of Report: 21.06.26

Officer Writing the Report: Town Clerk / RFO

Officer's Recommendations

To consider and approve the revised Personnel Committee Terms of Reference and recommend their adoption at July's Full Town Council.

Report Summary

Saltash Town Council commissioned the Cornwall Association of Local Councils (CALC) to undertake a governance review. The findings of the review were presented to Full Town Council, and Stage 2 of the review is now nearing completion.

As the next scheduled meeting of the Personnel Committee is not until October, it is important that the revised Personnel Committee Terms of Reference are considered at this evening's meeting to allow the Town Clerk and Committee to confidently function within the relevant legislation/procedures and best practice, reducing risk mitigation of Council data.

The current Terms of Reference, adopted in 2024, no longer adequately support the effective operation of the Committee and require updating to reflect best practice and the recommendations arising from the governance review.

The existing Terms of Reference and the draft Terms of Reference are attached for Members' consideration.

Signature of Officer:

Town Clerk / RFO