



# 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)

18<sup>th</sup> September 2019

Dear Councillor,

I write to summon you to a meeting of the **Personnel Committee** to be held at the Guildhall on **Tuesday 24<sup>th</sup> September 2019 at 6:30 p.m.**

Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

R Lane  
Town Clerk

To:

G Challen	Other members of the council for information
J Dent	
M Fox	
M Parker	
J Rance – Vice Chairman	
B Samuels - Chairman	

## AGENDA

1. Health and Safety Announcements.
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting.

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the Council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this especially if you are speaking or taking an active role.

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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
  - c. To consider dispensations required.
5. 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.
6. Health and Safety:

Review of workstations.
7. Budget statements:

To receive the current Committee budget statement.
8. To consider Risk Management reports as may be received.
9. Policies:
  - a. Recruitment.
  - b. Employee Handbook.
    - I. Safeguarding
    - II. Social Media Use
    - III. General Updates
  - c. Disability Employment.
  - d. Staff Members Relation.
10. To consider training requests and to report back on training attended.

11. Staffing:
  - a. Christmas operational hours.
  - b. Probation review reports.
  - c. Staff Welfare.
  - d. Staff Reports.
12. To consider any items referred from the main part of the agenda.
13. Reports on exercise of delegated powers under policy.
14. Any other urgent staffing matters at the discretion of the Chairman.
15. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.
16. Press and social media releases.
17. Date of next meeting: Budget Meeting date tbc and Tuesday 26<sup>th</sup> November 2019 at 6:30 p.m.

**Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.**

**Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.**

Councillor: \_\_\_\_\_

Committee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Declarations of Interest:

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- c. To consider dispensations required.

<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained at Meeting and did not Vote</b>	<b>Ongoing Dispensation</b>	<b>Dispensation Requested</b>	<b>No Interest Declared</b>