



Saltash Town Council

Konsel An Dre Essa



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

20th November 2019

Dear Councillor,

I write to summon you to a meeting of the **Personnel Committee** to be held at the Guildhall on **Tuesday 26th November 2019 at 6:30 p.m.**

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.
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. To consider Risk Management reports as may be received.
6. To receive the current Committee budget statement.
7. To consider training requests and to report back on training attended.
8. To note the following updates to the Employee Handbook:
 - a. Adverse Weather Working Policy
 - b. End of Employment Policy
 - c. Equal Opportunities Policy
 - d. Homeworking Policy
 - e. Leave Policy
 - f. Lone Worker Policy
 - g. Training and Development Policy
 - h. Grievance to comply with ACAS code
 - i. Annual leave notice period
 - j. TOIL
9. 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.

Staffing

10. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
11. To consider any items referred from the main part of the agenda.
12. Reports on exercise of delegated powers under policy.
13. Any other urgent staffing matters at the discretion of the Chairman.

14. Press and social media releases.

15. Date of next meeting: Tuesday 28th January 2020 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.

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