



# 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> March 2020

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> March 2020 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. Budget statements:
  - a. To receive the current Committee budget statement.
6. To consider Risk Management reports as may be received.
7. To consider training requests and to report back on training attended.
8. To approve the following Job Descriptions and Person Specifications:
  - a. Assistant Town Clerk
  - b. Administration Officer
  - c. Community Hub Team Leader
  - d. Library and Information Assistant
  - e. Casual Library and Information Assistant
  - f. Service Delivery Manager
  - g. Assistant Service Delivery Manager
9. To receive Human Resources Documentation:
  - a. Employee Handbook
  - b. Terms and Conditions of Employment
  - c. Training Fees Agreement.
10. Policies:
  - a. Recruitment
  - b. Local Government Pension Scheme.
11. To review the Committees Terms of Reference.  
**(Pursuant to P&F held on 25.02.20 minute no. 157/19/20)**
12. Staffing:
  - a. To report back on annual appraisals
  - b. To approve incremental point progression
  - c. To report back on end of year annual leave
  - d. Chairman of Personnel report.

13. To consider any items referred from the main part of the agenda.
14. Reports on exercise of delegated powers under policy.
15. Any other urgent staffing matters at the discretion of the Chairman.
16. Press and social media releases.
17. Date of next meeting: Tuesday 26<sup>th</sup> May 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:

- 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.
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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>