



# 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)

22<sup>nd</sup> July 2020

Dear Councillor,

I write to summon you to a meeting of the **Personnel Committee** to be held on the virtual Zoom platform on **Tuesday 28<sup>th</sup> July at 6:30 p.m.**

**There will be no public attendance or participation at meetings of the Personnel Committee.**

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. Announcements:
  - a. To confirm that all present can hear the proceedings
  - b. Roll call of Members
  - c. To confirm the meeting is quorate
  - d. Meeting procedure.
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 report back on training attended.
8. To consider an accuracy update to the Committees Terms of Reference.
9. To consider increasing the Receptionist AM/Mayors Secretary position to a full time post.
10. To consider the advertising and recruitment and appointment of a full time Receptionist/Mayors Secretary within budget.
11. To consider retitling the post Receptionist PM/Planning Administrator to Planning Administrator.
12. To consider the advertising and recruitment and appointment of Service Delivery General Assistants within budget.

13. To approve the following job descriptions and person specifications:
  - a. Receptionist / Mayors Secretary
  - b. Planning Administrator.
14. Staffing:
  - a. To consider Service Delivery staff structure and posts.
  - b. COVID 19 staffing operational status.
  - c. Chairman's report.
15. To consider any items referred from the main part of the agenda.
16. Reports on exercise of delegated powers under policy.
17. Any other urgent staffing matters at the discretion of the Chairman.
18. Press and social media releases.
19. Date of next meeting: Tuesday 29<sup>th</sup> September 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> |
|--------------------|--------------------------------|---------------|-------------------------|---|-----------------------------|-------------------------------|-----------------------------|
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