



# 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)

23<sup>rd</sup> September 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 29<sup>th</sup> September 2020 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:

J Dent	Other members of the council for information
M Fox	
M Parker	
J Peggs	
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, Public and Press present.
  - 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 ratify the COVID-19 Delegated Decision Register.

<b>Ref Nr.</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Committee</b>	<b>Sub Committee</b>
	None			

8. To consider training requests and to report back on training attended.
9. 2020 Annual Benefit Statements.
10. To note and recommend to Full Council the 2020-21 National Salary Award as agreed by the National Joint Council for Local Government Services to be implemented from 1<sup>st</sup> April 2020.
11. Consultation on reforming local government exit pay.
12. To receive the Good Work Plan amendments to STC Terms and Conditions of Employment.

13. To approve the job description and person specification for the post of Senior Service Delivery General Assistant.
14. To receive and adopt the following employment forms:
  - a. Health Questionnaire
  - b. Induction Checklist
  - c. Leaver Checklist for Line Managers
  - d. Absence Form
  - e. Exit Interview Questionnaire
  - f. Personal Details Form
  - g. Probation Review Form
  - h. Covid-19 Staff Questionnaire.
15. Covid-19:
  - a. To consider any updated information and current operational status
  - b. To receive a report from Councillor Parker.
16. Staffing:
  - a. SDGA recruitment
  - b. To consider provision of flu jabs for all staff.
17. To consider any items referred from the main part of the agenda.
18. Reports on exercise of delegated powers under policy.
19. Any other urgent staffing matters at the discretion of the Chairman.
20. Press and social media releases.
21. Date of next meetings: Tuesday 27<sup>th</sup> October 2020 at 6:30 p.m. (**Precept meeting**) and Tuesday 24<sup>th</sup> November 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.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at the meeting.
- 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>