



# 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> November 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 24<sup>th</sup> November 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 present.
  - c. To confirm the meeting is quorate.
  - d. Meeting procedure.
2. Recording of meetings – Due to GDPR recording of the meeting is not permitted.
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.

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

8. To consider training requests and to report back on training attended.
9. To receive and adopt the Health Questionnaire form.  
**(Pursuant to Personnel Committee held on 29.09.20 minute no.50/20/21)**
10. Employee scale point adjustment.
11. Service Delivery Staff Christmas and Bank Holiday cover and emergency call out terms and conditions.
12. To receive the updated STC Services and Operational Recovery Report and Risk Assessments.
13. To consider Council procedures for Covid-19 testing and self-isolation.

14. To consider any items referred from the main part of the agenda.
15. Reports on exercise of delegated powers under policy.
16. Any other urgent staffing matters at the discretion of the Chairman.
17. Press and social media releases.
18. Date of next meeting: Tuesday 26<sup>th</sup> January 2021 at 6:30 p.m.