



Saltash Town Council

Konsel An Dre Essa



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

20th January 2021

Dear Councillor,

I write to summon you to a meeting of the **Personnel Committee** to be held on the virtual Zoom platform on **Tuesday 26th January 2021 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 Councillors:

J Dent	Other members of the council for information
M Fox	
S Martin	
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. To note and receive the minutes of the Personnel Committee held on Tuesday 24th November 2020 as a true and correct record.
6. Budget statements:
 - a. To receive the current Committee budget statement.
7. To consider Risk Management reports as may be received.
8. To ratify the COVID-19 Delegated Decision Register.

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

9. To consider training requests and to report back on training attended.
10. To receive the updated STC Services and Operational Recovery Report together with the Risk Assessments.
11. To approve the job description and person specification for the full time post of Service Delivery General Assistant (Grounds Maintenance).
12. To approve amendments to the vacant Service Delivery General Assistant's posts to be recruited.

13. To consider updates to the Employee Handbook
14. To receive and adopt the health questionnaire form.
(Pursuant to Personnel Committee held on 29.09.20 minute no. 50/20/21 and Personnel Committee held on 24.11.20 minute no. 69/20/21)
15. Staffing:
 - a. To consider the Christmas shutdown period for the year 2021
 - b. To report back on end of year annual leave for the year 2020-2021
 - c. To note annual appraisals are to take place
 - d. To note homeworking questionnaires are up to date
 - e. To consider the Covid-19 testing, self-isolation and payment procedures
 - f. Chairman of Personnel report to Members.
16. To consider any items referred from the main part of the agenda.
17. Reports on exercise of delegated powers under policy.
18. Any other urgent staffing matters at the discretion of the Chairman.
19. Press and social media releases.
20. Date of next meeting: Tuesday 30th March at 6:30 p.m.