



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Thursday 9th June 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Miss R A Evans BEM (Town Mayor) (Chairman), Councillor G J Davis (Deputy Town Mayor), Councillors Mrs. K Brownhill, Mrs. J M Martin, J Tivnan BEM and the Town Clerk & RFO (Clerk).

	ACTION
<p>1-22Pers Apologies for absence There were no apologies for absence.</p>	
<p>2-22Pers Declarations of Interest relating to items on the Agenda None.</p>	
<p>3-22Pers Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Tuesday 3rd May 2022 were taken as read and had already been confirmed and signed by the Chairman.</p>	
<p>4-22Pers Matters arising from the minutes a) Council Staffing Report: - The Clerk gave a verbal update on the council staffing, as pleased to affirm the recent appointment of the Seasonal Caretaker/Enforcement Officer (Mr J Debenham), who commenced employment on Thursday 2nd June 2022. The Clerk advised all other employees / annual leave entitlement / recent sickness absence is being managed, minuting thanks again to the volunteers who helped keep the Library and Community Hub open in the school half-term, leading up to the Platinum Jubilee celebrations. Thanks were minuted to the Operations Team staff for their sterling effort at the Platinum Jubilee Festival on Friday 3rd June. The Clerk was pleased to confirm online Enforcement training has now been booked for the Operations Manager and the recently appointed Seasonal Caretaker/Enforcement Officer, with further LANTRA training booked for two Caretakers/Enforcement Officer employees.</p>	
<p>5-22Pers Policies Reviewed by this Committee None.</p>	
<p>6-22Pers To consider the Council Business Risk Management a) Budget Variance – Committee Responsibilities: - The April 2022 Budget Variance, as previously circulated, was reviewed and there were no concerns. b) Review Personnel Committee Terms of Reference: - Members reviewed the Personnel Committee Terms of Reference and agreed with the updated version showing the dates for policy review. Following discussion, the Employees Handbook/Members Protocol manual will be reviewed for the next meeting of this Committee, with a view to splitting the document (if needed). Additions from other policies (relating to employees) will be added to the Employee Handbook, to reduce the number of separate policies the council holds. It is noted an additional Member will be sought at the June council meeting for this Committee.</p>	<p>Clerk/ Cllr Brownhill</p> <p>Clerk/ Agenda</p>



<p>7-22Pers Items Referred to this Committee None.</p>	
<p>8-22Pers Date of next meeting Thursday 8th September 2022.</p>	
<p>9-22Pers Any Business that has been disclosed to the Chairman and members prior to the meeting. None.</p> <p>Meeting closed at 7.21pm _____ Chairman</p>	