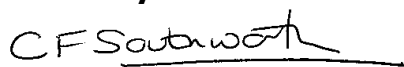


NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 8th September 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint to which all members of this Committee are summoned to attend.

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
- 3. Minutes of the previous meeting.**
Minutes of the previous Personnel Committee meeting held on Thursday 9th June 2022 and relevant matters arising.
- 4. Council Staffing.**
 - a) Organisational structure and design. Staff training, completed and forthcoming, including Health and Safety. Staff Performance reviews. Human Resources and Personnel matters, verbal update (Clerk).
- 5. To consider Policies referred to this Committee**
 - a) Managing Sickness Absence Policy (as circulated).
 - b) Recruitment and Selection Policy (as circulated).
 - c) Employment Grievance Policy (as circulated).
- 6. To consider the Council Risk Management**
 - a) Budget Variance – Finance Committee responsibilities (July 2022 Budget Variance Information) (as previously circulated).
 - b) To update on the emerging position regarding the local government pay negotiations 2022 (Clerk).
 - c) To agree budget setting procedure for staffing requirements for 2023/24.
- 7. Items Referred to this Committee**
 - a) None.
- 8. Correspondence**
 - a) Wellbeing Services provided by Cornwall Council (as circulated).
 - b) Employment Training courses from CALC (as circulated).
- 9. Climate Emergency Action Plan**
 - a) To consider the actions relating to this Committee (as previously circulated).
- 10. Date of next meeting.**
Thursday 8th December 2022.
- 11. Any Business that has been disclosed to the Chairman and members prior to the meeting.**



Mrs C F Southworth Cert (HE), BA (Hons), FSLCC
Town Clerk and RFO

Thursday 1st September 2022