



## TORPOINT TOWN COUNCIL

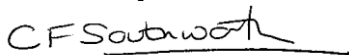
NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 8<sup>th</sup> December September 2022 at **6.00pm** in the Council Committee Room, 4 York Road, Torpoint to which all members of this Committee are summoned to attend.

### 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 8<sup>th</sup> September 2022 and relevant matters arising. Minutes of the previous Extraordinary Committee meetings held on Tuesday 27<sup>th</sup> September 2022 and Monday 31<sup>st</sup> October 2022. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting should the confidential parts of the minutes need to be discussed.
- 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 (see attached staffing summary with 1<sup>st</sup> April 2023 proposals), verbal update (Clerk).
- 5. To consider Policies referred to this Committee**
  - a) Updated Pay and Conditions Policy (to follow).
- 6. To consider the Council Risk Management**
  - a) Budget Variance – Finance Committee responsibilities (Mid-November 2022 Budget Variance, as previously circulated).
  - b) Update - National Association of Local Councils (NALC) notified by the Local Government Association (LGA) agreement on the 2022/23 pay offer, with additional terms of the agreement.
- 7. Items Referred to this Committee** a) None.
- 8. Correspondence**
  - a) None.
- 9. Climate Emergency Action Plan**
  - a) To consider the actions relating to this Committee and access to Cornwall Council benefits (including Cycle to Work scheme).
- 10. Date of next meeting.**

Thursday 9<sup>th</sup> March 2023.
- 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

Saturday 3<sup>rd</sup> December 2022