

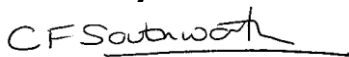


## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 9<sup>th</sup> March 2023 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 8<sup>th</sup> December 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: Real Living Wage (<https://www.livingwage.org.uk/what-real-living-wage>), training log (employees & Members), change in employee contracts due to increased annual leave entitlement, verbal update (Clerk).
- 5. To consider Policies referred to this Committee**
  - a) Drugs and Alcohol Policy (as circulated).
- 6. To consider the Council Risk Management**
  - a) Budget Variance – Finance Committee responsibilities (January 2023 Budget Variance, as previously circulated).
  - b) To agree delegated authority for authorisation/payment of Q4 Salaries/Mayoral Allowance invoice (from Cornwall Council) for period Jan – Mar 2023 (in time for financial year-end).
- 7. Items Referred to this Committee**
  - a) None.
- 8. Correspondence**
  - a) CALC Larger Councils Committee Meeting, Thursday 16<sup>th</sup> March 2023, St Austell (as circulated).
  - b) Civility and Respect March 2023 Newsletter (as circulated).
- 9. Climate Emergency Action Plan**
  - a) To consider the actions relating to this Committee.
- 10. Date of next meeting.**  
Thursday 8<sup>th</sup> June 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 4<sup>th</sup> March 2023