

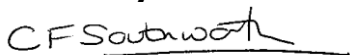


TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 8th June 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 9th March 2023 and relevant matters arising.
- 4. Council Staffing.**
 - a) Organisational structure and design. Staff training, completed & forthcoming, including Health & Safety. Staff Performance reviews. Human Resources and Personnel matters, including recruitment of employees. Information on the financial impact of adopting the Real Living Wage (to follow), training log: to include Equality and Diversity training (employees & Members), verbal update (Clerk).
- 5. To consider Policies referred to this Committee**
 - a) Review Terms of Reference Personnel Committee (as previously circulated).
 - b) Disability Employment Policy (to follow).
 - c) Employer's Pension Discretion Policy (to follow).
 - d) Pay and Conditions Policy (to follow).
 - e) Whistleblowing (to follow).
- 6. To consider the Council Risk Management**
 - a) Budget Variance – Personnel Committee responsibilities (March 2023 Budget Variance, as circulated).
 - b) To consider delegating authority for authorisation of personnel expenditure.
- 7. Items Referred to this Committee** a) None.
- 8. Correspondence**
 - a) UNISON intends to hold a ballot for industrial action for all workers for the rates of pay for 2023/2024 (as circulated).
 - b) SLCC Local Council Clerk Week: 10 – 14 July 2023 (new initiative) (draft press release as circulated).
 - c) Being a good Chair – CALC Face-to-face training session (as circulated).
- 9. Climate Emergency Action Plan** a) To consider the actions relating to this Committee.
- 10. Date of next meeting.** Thursday 14th September 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

Thursday 1st June 2023