

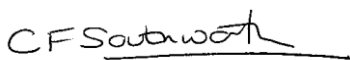


## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 7<sup>th</sup> September 2023 at approximately 7.45pm (or at the conclusion of the Development & Localism Committee meeting) 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> June 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. Signing up to the Real Living Wage, training log: to include Equality and Diversity training (employees & Members), verbal update (Clerk).
- 5. To consider Policies referred to this Committee**
  - a) Resolution Policy (to follow).
- 6. To consider the Council Risk Management**
  - a) Budget Variance – Personnel Committee responsibilities (July 2023 Budget Variance, as circulated).
- 7. Items Referred to this Committee** a) None.
- 8. Correspondence**
  - a) Defence Employer Recognition Scheme – Councillor J Tivnan (as circulated).
- 9. Climate Emergency Action Plan**
  - a) To consider the actions relating to this Committee.
- 10. Date of next meeting.**  
Thursday 14<sup>th</sup> December 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 24<sup>th</sup> August 2023