

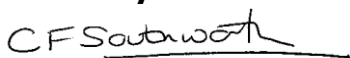


TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 7th March 2024 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 7th September 2023, the Extraordinary Personnel Committee meeting held on Thursday 30th October 2023 and any matters arising.
- 4. Council Staffing.**
Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for any confidential discussions.
Organisational structure and design. Staff training, completed and forthcoming, including Health & Safety. Training log for employees, Members and volunteers – to include a reminder that Cornwall Council has opened up its online training portal to local councils (as circulated).
Staff Performance reviews. Human Resources and Personnel matters, including any recruitment of employees. Real Living Wage accredited employer – April 2024 increase in accreditation fees by 4%, the rate of inflation. The fee for 2024/25 for Torpoint Town Council will be £137.00, verbal update (Clerk).
- 5. To consider Policies referred to this Committee**
 - a) Updated Training, Learning and Development Policy (to follow).
 - b) Safeguarding Poster – one page (to follow).
 - c) To consider undertaking a review of the 'Model Contract of Employment' for local councils (information shared from NALC/SLCC, with additional information to be presented at the meeting from CALC).
 - d) To consider preparing an 'Emergency Response Procedure/Action Plan'.
 - e) Employee Handbook (to follow).
- 6. To consider the Council Risk Management**
 - a) Budget Variance – Personnel Committee responsibilities (January 2024 Budget Variance, as circulated).
- 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.
- 10. Date of next meeting.** Thursday 13th June 2024.
- 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 29th February 2024