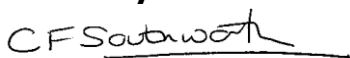


NOTICE is hereby given that a meeting of the Personnel Committee will be held on Tuesday 10th September 2024 at 7.00pm in the Mayor's Parlour, 1-3 Buller Road, Torpoint to which all members of this Committee are summoned to attend.

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 13th June 2024 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.
 - Human Resources and Personnel matters, including any recruitment of employees.
 - Update following Library and Community Hub review.
 - Internship opportunity, work experience opportunities.
- 5. To consider Policies referred to this Committee**
 - a) Managing Sickness Absence Policy (to follow).
 - b) Recruitment and Selection Policy (to follow).
 - c) Employment Grievance Policy (to follow).
- 6. To consider the Council Risk Management**
 - a) Budget Variance – Personnel Committee responsibilities (July 2024 Budget Variance) and Overtime.
- 7. Items Referred to this Committee** a) None.
- 8. Correspondence**
 - a) Employer Newsletter August 2024 - Cornwall Pensions (as circulated).
 - b) CALC Training update Autumn 2024 – CALC (as circulated).
 - c) Appointment of Deputy County Officer – CALC (as circulated).
 - d) Civility and Respect Newsletter August/September 2024 (as circulated).
 - e) Living Wage Foundation August newsletter (as circulated).
- 9. Climate Emergency Action Plan** a) To consider the actions relating to this Committee.
- 10. Date of next meeting.** Thursday 12th December 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

Wednesday 4th September 2024