

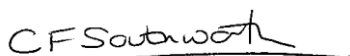


TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 12th June 2025 at 7.00pm in the Council Committee Room, 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 Monday 10th February 2025.
- 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.
 - To note (record in the minutes) employees job titles, contractual hours and salary scale as at 1st April 2025.
- 5. To consider Policies referred to this Committee.**
 - a) Review Terms of Reference for Personnel Committee (as previously circulated).
 - b) Employee Handbook (to follow).
 - c) Disability Employment Policy (to follow).
 - d) Pay and Conditions Policy (to follow).
 - e) Employer's Pension Discretion Policy (to follow).
 - f) Drugs and Alcohol Policy (to follow)
 - g) Whistleblowing Policy (to follow)
- 6. To consider the Council Risk Management.**
 - a) Budget Variance – Personnel Committee responsibilities (March 2025 (Year-end 24/25) Budget Variance) and Overtime.
- 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 11th September 2025.
- 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

Friday 6th June 2025