

**TORPOINT TOWN COUNCIL**

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Monday 29<sup>th</sup> June 2026 at **6.00pm** in the 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.**
  - a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
- 3. Minutes of the previous meeting.**

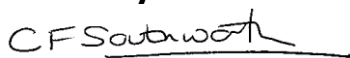
Minutes of the previous Personnel Committee meeting held on Monday 27<sup>th</sup> April 2026.
- 4. Council Staffing**

**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.**

Matters outstanding:

  - Review Person Specification for the Operations Manager role.
  - Make recommendations for Equality and Diversity training for employees' and members'.

(Report to follow)
- 5. To consider Policies referred to this Committee.**
  - a) To review Terms of Reference Personnel Committee (as circulated).
  - b) Employee Handbook (as circulated).
  - c) Pay and Conditions Policy (as circulated).
  - d) Resolution Policy (as circulated).
  - e) Training, Learning and Development Policy (as circulated).
  - f) Dignity and Work (Bullying and Harassment) Policy (as circulated).
  - g) Employee Accessibility Policy (DRAFT as circulated) to replace the Disability Employment Policy.
- 6. To consider the Council Risk Management.**
  - a) Budget Variance – Personnel Committee responsibilities (May 2026 Budget Variance as previously circulated).
- 7. Items referred to this Committee.** a) None.
- 8. Correspondence.** a) None.
- 9. Climate and Environmental Action Plan.** a) To consider the actions relating to this Committee.
- 10. Date of next meeting.** a) Thursday 10<sup>th</sup> September 2026.
- 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

Tuesday 23<sup>rd</sup> June 2026