



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Monday 29th June 2026 at 7.00pm in the Council Committee Room, York Road, Torpoint.

PRESENT: - Councillors Mrs. S Bickle, G J Davis, Mrs. L Fellows and M G Spurling plus the Town Clerk & RFO (Clerk).

	ACTION
1-26Pers Election of Chairman for this meeting only With apologies received from the Town Mayor and Deputy Town Mayor, following a proposal put which was seconded it was resolved that Councillor G J Davis be elected as Chairman for this meeting only.	
2-26Pers Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin (Town Mayor) and Councillor Mrs. C E Goodman (Deputy Town Mayor).	
3-26Pers 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. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.	
4-26Pers Minutes of the previous meeting It is resolved the minutes of the meeting held on Thursday 28th April 2026, as circulated, were taken as read, confirmed and signed by the Chairman.	
5-26Pers Council Staffing a) Council Staffing Report: - Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting for any confidential discussions. The Chairman (Councillor G J Davis) made the proposal, which was seconded by Councillor Mrs. L Fellows and it was resolved that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting due to the confidentiality of part of the discussion. It was resolved that the public and press be re-admitted to the meeting for those non-confidential items. Matters arising from previous meetings: ➤ Review Person Specification for the Operations Manager role; ➤ Make recommendations for Equality and Diversity training; ➤ Skills Audit. The Clerk summarised the staffing highlights from the report, which had been previously circulated. Following debate regarding employees' absence, it is recommended to undertake research and costs into Employee Assistance Programmes (EAPs), which support employees health and wellbeing.	Council

Overtime

Month (period)	Ops Team	Library and Com Hub	TOTAL
Monday 2 nd March – Tuesday 31 st March 2026	34	30.5	64.5
Wednesday 1 st April – Sunday 3 rd May 2026	62.5	22.5	84.75
Monday 4 th May – Sunday 31 st May 2026	23.5 +70 CASUAL	41.75	65.25 70 CASUAL

Also other information, copied here for transparency:

1. Published 21 May 2026. HMRC Mileage Rates.

For any council using HMRC mileage rates as a benchmark figure, these have been revised for the first time since 2011. The updated figures can be found [here](#). The HMRC figure, which represents the tax-free amount at which mileage can be reimbursed for the first 10,000 mileage claimed, has increased from 45p/mile to 55p/mile. Councils which use the model contract will know that these are based on the NJC Green Book terms and conditions. These state allowances for different vehicles, based on engine capacity. These were also last revised in 2011, but have not currently been updated. All Torpoint Town Council employees have an Employment Contract which is in line with the 'Green Book'. This sets out National contractual information, including pay and working conditions, for all employees.

2. Published 14 April 2026. Local Government Pay Claim 2026/27 – Unions Reject Offer

The NJC Trade Union Side have today responded formally to the full and final pay offer made by the National Employers of 3.3%. Each of the unions' national committees met last week to decide their respective positions. UNISON and Unite have now both rejected it without conducting a consultation of their wider memberships.

3. Equality, Diversity and Inclusion Training – Councillor Mrs. L Fellows undertook South West Councils E-Learning Modules, at a cost of £14 per delegate, to establish whether this would be suitable for employees and members' of the council. Unfortunately, it is very basic and not as detailed as she would have liked to see. Therefore other options for online learning will continue to be explored.

6-26Pers To consider Policies referred to this Committee.

a) To review Terms of Reference Personnel Committee: -
Accepted (no changes).

b) Employee Handbook:

The Employee Handbook is noted as this is not currently due for review.

c) Pay and Conditions Policy: -

It is **recommended** to accept the updated Pay and Conditions Policy.

d) Resolution Policy: -

It is **recommended** to accept the Resolution Policy.

e) Training, Learning and Development Policy: -

It is **recommended** to accept the Training, Learning and Development Policy.

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f) Dignity and Work (Bullying and Harassment) Policy: - It is recommended to accept the Dignity at Work Policy. g) Employee Accessibility Policy (DRAFT as circulated) to replace the Disability Employment Policy: - Following consideration of the draft Employee Accessibility Policy, there are several queries, therefore it is agreed to review and update, and bring back to the next meeting of this committee.	Council Clerk/ Cllr Moon
7-26Pers To consider the Council Risk Management. a) Budget Variance – Personnel Committee responsibilities (May 2026 Budget Variance): - There are no concerns. The monthly payroll system and reporting is working well.	
8-26Pers Items referred to this committee. a) None.	
9-26Pers Correspondence. a) None.	
10-26Pers Climate and Environmental Action Plan. a) Nothing further to update.	
11-26Pers Date of next meeting a) September 2026, date to be confirmed.	
12-26Pers Any Business that has been disclosed to the Chairman and members prior to the meeting. None. Meeting closed at 6.53pm _____ Chairman	