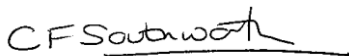


NOTICE is hereby given that a meeting of the Personnel Committee will be held on Monday 10th February 2025 at 6.00pm in the **Library and Community Hub**, Fore Street, Torpoint to which all members of this Committee are summoned to attend.

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
- 3. Minutes of the previous meetings.**
Minutes of the previous Personnel Committee meetings held on Tuesday 10th September 2024 and Tuesday 22nd October 2024.
- 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.
- 5. To consider Policies referred to this Committee.**
- 6. To consider the Council Risk Management.**
 - a) Budget Variance – Personnel Committee responsibilities (December 2024 Budget Variance) and Overtime.
- 7. Items referred to this Committee.**
 - a) None.
- 8. Correspondence.**
 - a) January 2025 Newsletter – Living Wage Foundation (as circulated).
- 9. Climate Emergency Action Plan.**
 - a) To consider the actions relating to this Committee.
- 10. Date of next meeting.**
Thursday 13th March 2025 (to be confirmed).
- 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 4th February 2025