



HAYLE TOWN COUNCIL
PERSONNEL COMMITTEE MEETING
THURSDAY 13 SEPTEMBER 2018

7.30pm

HAYLE COMMUNITY CENTRE, 58 QUEENSWAY, HAYLE, TR27 4NX

Dear Councillor

You are summoned to attend the Personnel Committee Meeting of Hayle Town Council, to be held at Hayle Community Centre, commencing at 7.30pm on Thursday 13 September 2018. The following agenda will then be discussed

Eleanor Giggall
Town Clerk
6 September 2018

01736 755005
(Office)

AGENDA

PLEASE NOTE THAT IT WILL BE NECESSARY TO EXCLUDE THE PRESS AND THE PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS.

- 1 TO ELECT A CHAIR AND VICE-CHAIR OF THE COMMITTEE FOR 2018/19**
- 2 TO RECEIVE APOLOGIES**
- 3 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
- 4 TO APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE 9 APRIL 2018**
- 5 TO RECEIVE AN UPDATE ON THE PRODUCTION OF THE STAFF HANDBOOK**
- 6 TO RECEIVE AN UPDATE ON THE RECENTLY CONDUCTED STAFF APPRAISALS AND TO CONSIDER THE CLERK'S RECOMMENDATIONS**
- 7 TO ESTABLISH A DATE AND PROCESS FOR APPRAISING THE TOWN CLERK**
- 8 TO BEGIN THE PROCESS OF BENCHMARKING THE ROLE OF THE TOWN CLERK AND REVIEWING THE ASSOCIATED SALARY GRADES TO REFLECT THE CURRENT AND FUTURE RESPONSIBILITIES**

- 9 TO REVIEW THE TRAINING NEEDS FOR EMPLOYEES AND COUNCILLORS AND TO CONSIDER INCREASING THE BUDGET FOR 2019/2020 PRECEPT**
- 10 TO CONSIDER OPTIONS FOR EXTERNAL HR SUPPORT**
- 11 TO CONSIDER OPTIONS FOR THE PROVISION OF AN ENVIRONMENT AND ENFORCEMENT ROLE/SERVICE FOR HAYLE**

NB The Personnel Committee comprises Councillors Capper, Coad, Cocks, Farrar, Polkinghorne, Rance and Wills