



**HAYLE TOWN COUNCIL
PERSONNEL COMMITTEE MEETING
FRIDAY 14 OCTOBER 2022**

11.00 am

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

Dear Councillor

You are summoned to attend a meeting of the Personnel Committee of Hayle Town Council, to be held in the Assembly Room at Hayle Community Centre, commencing at 11.00am on Friday 14 October 2022. The following agenda will then be discussed

Eleanor Giggall

Eleanor Giggall
Town Clerk
7 October 2022

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 CHAIRPERSON FOR THE YEAR 2022/23**
- 2 TO RECEIVE APOLOGIES**
- 3 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
- 4 TO APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF 27 JANUARY 2022**
- 5 TO NOTE THE RECOMMENDATIONS REGARDING THE INCREASE IN GREEN BOOK SALARIES AND CONDITIONS FOR ALL STAFF AND TO NOTE THE POTENTIAL IMPACT THIS WILL HAVE ON STAFFING COSTS FROM APRIL 2023**
- 6 TO FORMALLY NOTE THE RESIGNATION OF ONE OF THE MAINTENANCE TECHNICIANS**
- 7 TO REVIEW THE NEEDS OF THE GARDENING AND MAINTENANCE TEAM PERSONNEL WISE, AGREE CHANGES TO THE TEAM STRUCTURE, IF ANY, (SUBJECT TO APPROVAL OF THE RESOURCE COMMITTEE) AND AGREE RECRUITMENT TIMELINES**

- 8 TO NOTE AND APPROVE THE REVISED CONTRACTED HOURS OF THE LIBRARY PERSONNEL**
- 9 TO CONSIDER THE REQUEST FROM THE SENIOR SUPPORT AND SUPPORT OFFICERS TO CHANGE THEIR JOB TITLES**
- 10 TO CONSIDER INCREASING THE SUPPORT OFFICER'S CONTRACTED HOURS FROM 30 TO 37 HOURS PER WEEK TO SUPPORT THE NEEDS OF THE MANAGEMENT TEAM AND IN RESPONSE TO THE ADDITIONAL RESPONSIBILITIES.**
- 11 TO CONFIRM DATE OF NEXT MEETING**

**NB The Personnel Committee comprises Councillors:
Capper, Lawrenson-Reid and Pollard**