



21 September 2023

Dear Councillor

PERSONNEL COMMITTEE, WEDNESDAY, 27 SEPTEMBER 2023

YOU ARE SUMMONED to a meeting of the **PERSONNEL COMMITTEE** to be held at **7.15pm on Wednesday, 27 September 2023 by WebEx video conferencing** (*The Local Authorities (Coronavirus) (Meetings) (Wales) Regulation 2020*) in order, to complete the transaction of the following business.

No recording, broadcasting or photographs may be taken of the Council meeting without prior approval of the Town Council.

Yours sincerely

Tracey Brown

Town Clerk

AGENDA

- 1. APOLOGIES**
- 2. CODE OF CONDUCT – DECLARATION OF INTEREST**

Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they may have in any item of business on the agenda no later than when that item is reached.

- 3. MINUTES**

The Minutes of the meeting held on 31 May 2023 be confirmed as a correct record and signed by the Chairman. These Minutes and the recommendations contained therein were approved by the Council at its meeting held on Wednesday, 13 July 2022.

- 4. MENTAL HEALTH AND WELLBEING POLICY**

This Policy includes information on what the impacts of mental health are and how poor mental health can manifest. It informs the employees of the duties of the employer and what the employer can do, as well informing the employee of what they can do themselves.

Whilst having a Mental Health and Wellbeing Policy, although it is not a legal requirement, it is recommended that the Policy be added to the Town Council's Employee Handbook.

Report attached.

RECOMMENDED: That

the Personnel Committee make any recommendation(s) to Council on 11 October 2023 for approval.

5. EXCLUSION OF THE PRESS AND PUBLIC

To pass a resolution excluding the press and public from the meeting due to the confidential nature of the business under discussion the disclosure of which would be prejudicial to the public interest under the Public Bodies (Admission to Meetings) Act 1960.

6. MANAGERS GUIDE – MENTAL HEALTH AND WELLBEING

The Clerk will report to members on the Managers Guide – Mental Health and Wellbeing.

Report attached.

RECOMMENDED: That

the Personnel Committee make any recommendation(s) to Council on 11 October 2023 for approval.

7. STAFFING MATTERS

The Clerk will report to members the Staffing Policy.

Report attached.

RECOMMENDED: That

the Personnel Committee make any recommendation(s) to Council on 11 October 2023 for approval.

members of the press and public are welcome to attend the meeting by prior arrangement with the Town Clerk and Responsible Financial Officer on 01244 398829 or email: townclerk@saltneytowncouncil.gov.uk for a link to the meeting.