



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

22 July 2022

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 28th July 2022 at 6.30 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Yours sincerely,

S Burrows
Town Clerk

To Councillors:

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	All other Councillors for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - 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.
 - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
4. To receive and approve the minutes of the Personnel Committee held on Thursday 26th May 2022 and the Extraordinary Personnel Committee meeting held on Tuesday 7th June 2022 as a true and correct record. (Pages 4 - 16)
5. To consider Risk Management reports as may be received.
6. To receive the current Committee budget statement. (Page 17)
7. To receive the training budget, report back on training attended and consider training requests and any associated expenditure. (Page 18)
8. To note the Personnel Committee Members attended Employment Law Training in line with the Personnel Terms of Reference.
9. To receive and consider recommending to Full Council amendments to the Member/Officer Relations Policy. (Pages 19 - 32)
10. To receive and consider recommending to Full Council amendments to the Recruitment and Selection Policy.
11. To receive a verbal report on the flu jab for all staff and consider any actions and associated expenditure.
12. To receive and note a report on the NJC Pay Claim 2022-23.
13. To receive and note a report on Covid-19 - employment.

14. Public Bodies (Admission to Meetings) Act 1960

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

Chairman to confirm the Personnel Meeting is now in Part Two.

Members are reminded that items discussed are of the strictest confidence and must not be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

15. To receive a report on the recent recruitment process and consider any actions and associated expenditure.
16. To receive a staffing report from the Town Clerk.
17. To receive advice from Cornwall Council Monitoring Department and consider any actions and associated expenditure.
18. To consider any items referred from the main part of the agenda.
19. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
20. To consider urgent non-financial items at the discretion of the Chairman.
21. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 29 September 2022 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Tuesday 7th June 2022 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk).

APOLOGIES: None.

19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

20/22/23 DECLARATIONS OF INTEREST:

- 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.

21/22/23 TO RECEIVE A RECRUITMENT PACK FOR THE POSITION OF ASSISTANT TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to approve:

1. The advertisement notice, job description, person specification for the position of Assistant Town Clerk (as attached)
2. The post be advertised with CALC, Town Council website, social media channels, all notice boards, Plymouth City Council recruitment website (all free of charge) and Indeed at a cost of £280 + VAT
3. To appoint HR Support Consultancy to undertake the recruitment process with immediate effect on behalf of Saltash Town Council up to interview stage at a maximum cost of £750 + VAT
4. To allocate the above cost to budget 6657 Staff Recruitment Advertising.

22/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Chairman asked Members to note the above statement - Members in attendance noted the Chairman's statement.

23/22/23

TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.

Finance Officer and Finance Assistant roles:

The Town Clerk officially confirmed to Members the Finance Officer has terminated her employment with Saltash Town Council, her last working day is 1st July 2022.

Due to the vacant Finance Assistant post and shortly a vacant Finance Officer post, the necessity to appoint for both roles with immediate effect is paramount therefore the Town Clerk sought prior approval from Members of the Personnel Committee to:

1. Appoint HR Support Consultancy to undertake on behalf of Saltash Town Council the recruitment process for both roles with immediate effect up to interview stage at a maximum cost of £1,500 + VAT
2. Work up the advertisement notice, job description, person specification for the position of Finance Officer and Finance Assistant (as attached)
3. Advertise the vacant posts with CALC, Town Council website, social media channels, all notice boards, Plymouth City Council recruitment website (all free of charge) and Indeed at a cost of £280 + VAT per advert
4. Allocate the above cost to budget 6657 Staff Recruitment Advertising.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to ratify the above decision of the Personnel Committee.

Further to the above, the Town Clerk provided Members a report to review and consider temporary finance cover and training up to the appointment of a Finance Officer and Finance Assistant.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to:

1. Increase Rosevale Accountants weekly hours from the 1st July 2022 on a temporary basis from 30 hours to a maximum of 60 hours per week to undertake Town Council finance work at a cost of £29.50 + VAT per hour
2. Review the temporary finance arrangements at the 29th September's Personnel Committee Meeting

It was proposed by Councillor Peggs, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £15,930 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

It was proposed by Councillor Foster, seconded by Councillor Peggs and **RESOLVED** to:

1. Outsource processing of payroll on a temporary basis to Rosevale Accountants from the 1st July 2022 at a cost of £8.50 + VAT allocated to budget code 6305 Finance Software
2. Change from Moorepay Payroll to BrightPay software at no additional cost
3. Purchase BrightHR software for absence management and HR needs - package 1 connect - at a monthly fee per employee of £4.50 + VAT – 1 year contract (10% discount subject to the deadline date) allocated to budget code 6662 HR Professional Fees
4. Appoint Rosevale Accountants to migrate 2022-23 payroll data from Moorepay to BrightPay, set up all employees, and train all staff how to operate BrightHR at a one of cost of £1,000 + VAT allocated and split between budget codes 6662 HR Professional Fees and 6305 Finance Software
5. Appoint Rosevale Accountants to maintain BrightHR absence management and support all staff at a monthly fee per employee of £12.00 + VAT allocated to budget code 6662 HR Professional Fees
6. Review the temporary payroll arrangements with Rosevale Accountants at the 29th September's Personnel Committee Meeting.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to vire £9,700 from General Reserves allocated and spilt between budget codes 6662 HR Professional Fees and 6305 Finance Software.

Please note; the above recommended budget amount may not be fully utilised due to the works potentially brought back in-house upon appointment and training of new staff.

The Town Clerk informed Members the Chairman and Vice Chairman approved one day compassionate leave and up to two days for distant travel for a member of staff.

It was **RESOLVED** to note.

The Town Clerk informed Members of a staffing matter.

It was **RESOLVED** to note.

24/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that the public and press be re-admitted to the meeting.

DATE OF NEXT MEETING

Thursday 28 July 2022 at 6.30 pm

Rising at: 8.15 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 26th May 2022 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin (Chairman), S Miller and B Stoyel.

ALSO PRESENT: N Ackerley (HR Support Consultancy) and J Turton (HR Support Consultancy), S Burrows (Town Clerk)

APOLOGIES: Councillor J Peggs (Vice-Chairman).

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

The Chairman welcomed the newly elected Councillors Foster and Stoyel to the Personnel Committee.

The Chairman welcomed Nicky and Judy from HR Support Consultancy to this evening's Personnel Committee meeting.

2/22/23 TO ELECT A CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to appoint Councillor Martin as Chairman of the Personnel Committee.

3/22/23 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to appoint Councillor Peggs as Vice Chairman of the Personnel Committee.

4/22/23 DECLARATIONS OF INTEREST:

- 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.

5/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 29TH MARCH 2022 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 29th March 2022 were confirmed as a true and correct record.

6/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

7/22/23

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Town Clerk asked Members to individually note the Chairman's statement - Members in attendance noted the Chairman's statement.

8/22/23

TO RECEIVE A VERBAL REPORT FROM HR SUPPORT CONSULTANCY ON THE SERVICE PROVIDED, AN UPDATE ON THE TOWN COUNCIL HR WORK TO DATE, AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

9/22/23

TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.

The Town Clerk reported on the Finance Assistant Exit Interview.

It was **RESOLVED** to note.

The Town Clerk informed Members the appraisal system has been significantly improved, reviews are to be based on behavioural competences relevant to the role of the employee and to be reinstated at the earliest opportunity.

Line managers 1:1 monthly sessions are to be introduced following the appraisals to provide ongoing support.

It was **RESOLVED** to note.

The Town Clerk informed Members of a request to pay an employee an additional 7 hours for unauthorised work.

Councillor Foster left the meeting.

Councillor Foster returned to the meeting.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to refuse the paid additional unauthorised 7 hours.

Nicky and Judy – HR Support Consultancy left the meeting.

10/22/23

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to resolve that the public and press be re-admitted to the meeting.

11/22/23

TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS.

It was **RESOLVED** to note the training budget.

Members received the latest report on staff training.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to:

1. Create a new Personnel Committee budget line titled – Staff Recognition;
2. Acknowledge staff exemplary performance and support shown to the Town Council;
3. Award Love 2 Shop vouchers at a value of £25 per recognition;
4. Promote the scheme in the next internal staff newsletter.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to vire £200 from General Reserves to budget code - Staff Recognition.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to congratulate the Administration Officer on passing the Introduction to Local Council Administration (ILCA) qualification and award £25 Love 2 Shop vouchers.

Members considered training requests.

Councillor Miller left the meeting.

Councillor Miller returned to the meeting.

It was **RESOLVED** to note Members of the Personnel Committee are to attend Employment Law training held on 29th June 2022 at a cost of £400 allocated to budget code – 6213 Councillor Training.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to approve line management training up to a maximum cost of £400 allocated to budget code - 6656 Staff Training.

It was **RESOLVED** to note that the Town Clerk training schedule remains on hold until sufficient staffing levels improve.

12/22/23 TO NOTE THE APPOINTMENT OF A TOWN CLERK (PROPER OFFICER) / RESPONSIBLE FINANCE OFFICER (RFO) AND REPORT TO FULL COUNCIL.

It was **RESOLVED**:

1. To note the appointment of Sinead Burrows to Town Clerk (Proper Officer) / Responsible Finance Officer (RFO), reporting at the next Full Town Council meeting;
2. That the Town Clerk works up a brief article on the role of the Town Clerk / RFO for publication.

The Chairman called a 5 minute break at 20:10

The Chairman commenced the meeting at 20:15

13/22/23 TO RECEIVE A REPORT ON THE ADMINISTRATION STAFFING LEVELS OF THE TOWN COUNCIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and **RESOLVED** to:

1. Advertise for an Assistant Town Clerk at the earliest opportunity;
2. Set the NJC scale at 29-32;
3. Delegate to the Town Clerk to work up the job description, person specification and advert (recruitment pack);
4. Receive and consider the recruitment pack at an Extraordinary Personnel Committee meeting to be held on 7th June 2022 at 6:30pm.

14/22/23 TO RECEIVE A REPORT ON THE ADVERTISEMENT FOR THE POSITION OF TWO CASUAL CARETAKERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve delegated authority to the Town Clerk to authorise alternative advertisement avenues deemed appropriate for the position of Casual Caretaker to ensure a wider audience is reached.

15/22/23 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S HUMAN RESOURCES CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to:

1. Terminate the HR Moorepay contract only (end date 09.12.22) providing sufficient notice (30 days);
2. Delegate to the Town Clerk to ascertain a suitable HR software package to accommodate staff annual leave, sickness absence and TOIL records, reporting back at the next Personnel Committee meeting together with the costings;
3. Continue with the appointment of HR Support Consultancy as the Town Council HR Consultants.

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to vire £2,795.22 from General Reserves to budget code 6662 HR Professional Fees to cover the HR consultancy shortfall and to note additional cost for the HR software package is to be received at a future date.

16/22/23 TO RECEIVE A REPORT ON THE APPOINTMENT OF ROSEVALE ACCOUNTANTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to continue with the appointment of Rosevale Accountants up to August 2022 to carry out the role of the Finance Assistant up to 30 hours per week at a cost of £26.50 + VAT per hour allocated to budget code 6661 Finance Consultancy Fees.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to vire £12,105 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

17/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

18/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to issue the following Press and Social Media releases:

1. Staff Training;
2. Recruitment – Casual Caretaker;
3. Appointment of a Town Clerk / RFO.

DATE OF NEXT MEETING

Tuesday 7 June 2022 at 6.30 pm

Rising at: 8.47 pm

Signed: _____
Chairman

Dated: _____

Personnel Committee - Personnel Budget
 Saltash Town Council
 For the 3 months ended 30 June 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds Available to Date 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST Staff Welfare	1,313	0	0	1,538	627	911	1,576	1,615	1,656	1,697
6657 ST SNB Staff Recruitment Advertising	5,254	0	0	6,150	113	6,037	6,304	6,461	6,623	6,788
6658 ST SNB Miscellaneous Staffing Expenditure	5	0	0	0	0	0	0	0	0	0
6660 ST Staff Recognition	0	0	200	0	0	200	0	0	0	0
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	224	11,502	3,055	3,132	3,210	3,290
Total Personnel Expenditure	9,713	0	8,945	10,669	964	18,650	10,935	11,208	11,489	11,775
Total Personnel Operating Expenditure	9,713	0	8,945	10,669	964	18,650	10,935	11,208	11,489	11,775
Total Personnel Operating Surplus/ (Deficit)	(9,713)	0	(8,945)	(10,669)	(964)	(18,650)	(10,935)	(11,208)	(11,489)	(11,775)
EMF Personnel Expenditure										
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785	0	0	0	0
Total EMF Personnel Expenditure	1,215	4,785	0	2,000	0	6,785	0	0	0	0
Total Personnel Expenditure (Operational & EMI	10,928	4,785	8,945	12,669	964	25,435	10,935	11,208	11,489	11,775
Total Personnel Budget Surplus/ (Deficit)	(10,928)	(4,785)	(8,945)	(12,669)	(964)	(25,435)	(10,935)	(11,208)	(11,489)	(11,775)

- Notes
- To/From Reserves & Budget Virements 2022/23**
- £200 from General Reserves to 6660 Staff Recognition - Minute No 88/22/23
 - £8,745.22 - £1,200 from General Reserves to 6662 HR Professional Fees to Cover Additional Costs and £2,795.22 and £4,750 from General Reserves to 6662 HR Professional Fees to cover additional costs - Minute No 88/22/23

Training Budgets 2022-23 as at June 22								
Year	Cost Centre	Code	Budget	Amount Requested	Amount Agreed	Actual Spend	Actual Amount Left	Amount After Actual Committed & Requested
2022/23	BA/BB	6666	£ 690.00	£ -	£ -	£ -	£ 690.00	£ 690.00
2022/23	P&F	6656	£ 4,125.00	£ -	£ 736.00	£ 90.00	£ 4,035.00	£ 3,389.00
2022/23	Services	6676	£ 12,584.00	£ -	£ 2,902.00	£ 1,950.00	£ 10,634.00	£ 9,682.00
2022/23	Library	6682	£ 1,000.00	£ -	£ 172.00	£ -	£ 1,000.00	£ 828.00
2022/23	Station	6656	£ 1,025.00	£ -	£ -	£ -	£ 1,025.00	£ 1,025.00
2022/23	Guildhall	6678	£ 689.00	£ -	£ 176.00	£ -	£ 689.00	£ 513.00
			£ 20,113.00	£ -	£ 3,986.00	£ 2,040.00	£ 18,073.00	£ 16,127.00

Staff Members Relations Policy

RESPONSIBLE COMMITTEE: PERSONNEL

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	2/2022	Approved by	ATM
Date	09/2019	Date	05.05.2022
Responsible Officer	AJT	Minute no.	54/22/23a(vi)
Next review date	Annual		

Version History			
Date	Version	Author/Editor	Notes
March 2012	1	AK	Adopted FTC 05.04.2012
Sept 2019	2	AJT	Updated reflecting new line management structure
April 2021	2/2021	AJT	Reviewed for reapproval – new council
May 2022	02/2022	AJT	Readopted

Document Retention Period
Until superseded

Saltash Town Council Staff/Member Relations Policy

Staff are advised to read policies in conjunction with other relevant documents, including their contract, the 'Green book', their job description, and other council policies. They may also wish to consult the Town Clerk (or Chairman of Personnel in the case of the Town Clerk) or to take advice from their union or professional association.

Section A: General Intentions

1. Saltash Town Council believes that an effective council is founded on a basis of mutual respect and positive co-operation between Staff and Members.
2. This requires recognition and appreciation by all of the distinctive roles of Staff and Members.
3. It also requires a clear understanding by all of the proper channels for working.

Section B: Guiding Principles

1. The policy and direction of the council's work is set by councillors.
2. Committees of the council, and their Chairman, have an important role in setting this policy and direction.
3. The carrying out of the council's work is overseen by the Town Clerk as Head of Employed Staff, reporting to the Personnel Committee.
4. The Clerk also has important roles as the legal 'Proper Officer' and 'Responsible Financial Officer'.
5. The Council's work is carried out by both staff and members, depending on the tasks involved.
6. The nature of the Council's work is such that flexibility is required from all parties, within reasonable limits, within the council's policies, and within the law.
7. Mutual respect and appreciation should be shown at all times.

Section C: Specific Actions

1. All requests for staff to carry out tasks, beyond '5 minute jobs' must go through Line Managers (and, if significant, the Chairman of Personnel).
2. All discussions with staff likely to take longer than 5 minutes should be by appointment except where urgent and unforeseen.
3. All matters related to particular committees should be copied to the Chairman of those committees. Requests for Agenda Items should go to both the Chairman and the Town Clerk.
4. The Town Clerk should be informed as soon as possible if advice or action in their capacity as Head of Employed Staff, Proper Officer or RFO is needed or likely to be needed.
5. Councillors are welcome into the office to discuss council business, or briefly for informal visits, but should endeavour to avoid distracting staff in their work.

Section D: Resolution

1. Where a councillor believes that a staff member is not fulfilling the spirit or letter of this policy they should discuss the matter with the Town Clerk, or the Chairman of Personnel if it is the Town Clerk, who will decide whether to progress the matter. If unhappy they can take the matter up with the Chairman of Personnel or Town Mayor.
2. Where a staff member believes that a Councillor is not fulfilling the spirit or letter of this policy they should discuss the matter with the Town Mayor and Town Clerk, who will decide whether to progress the matter. If they wish this can be done via the Town Clerk. If unhappy they can choose to progress the matter through the grievance procedure.

Protocol for Member Officer Relations

RESPONSIBLE COMMITTEE: PERSONNEL

Current Document Status			
Version	3/2022 DRAFT	Approved by	
Date	May 2022	Date	
Responsible Officer		Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
March 2012	1	AK	Adopted FTC 05.04.2012
Sept 2019	2	AJT	Updated reflecting new line management structure
April 2021	2/2021	AJT	Reviewed for reapproval – new council
May 2022	2/2022	AJT	Readopted – ATM 05.05.2021
May 2022	3/2022 DRAFT	AJT	Review and redraft of policy/protocol

Document Retention Period
Until superseded

Protocol for Member/Officer Relations

1. Introduction

The purpose of this protocol is to guide Members and Officers of the Council in their relations with one another. A strong, constructive and trusting relationship between Members and Officers is essential to ensure the effective and efficient working of the Council.

The individual roles of Members and Officers can be summarized as follows:

Both Members of the Council and Officers serve the public and are essential to one another but their responsibilities and roles are distinct. Members are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. They give advice to the Members and the Council and carry out the Council's work under the direction of the Council and the relevant committees.

Following this protocol should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.

2. Principles underlying the protocol

The provisions of this protocol seeks to reflect the principles underlying the Members' Code of Conduct, the Employee Handbook and the Council's adopted policies, procedures and processes.¹ The shared object of the Code of Conduct and other documents, policies and procedures is to enhance and maintain the integrity (real and perceived) of Local Government and they therefore demand very high standards of personal conduct.

Principles:

- Selflessness – serving only the public interest
- Honesty and integrity – not allowing these to be questioned; not behaving improperly
- Objectivity – taking decisions on merit
- Accountability – to the public; being open to scrutiny
- Openness – giving reasons for decisions
- Personal judgement – reaching one's own conclusions and acting accordingly
- Respect for others – promoting equality; avoiding discrimination; respecting others (Member/Member as well as Member/Officer and Officer/Officer) and not

¹ Employees are also directed to their contract of employment, job description, the Green Book and policies relevant to their employment. They may also wish to consult their Line Manager or take advice from their union or professional association.

denigrating their work in public or making unsubstantiated allegations against any individual connected with the Council.

- Duty to uphold the law – not acting unlawfully
- Stewardship – ensuring the prudent use of the council's resources
- Leadership – acting in a way that has public confidence.

3. Roles

3.1. Members

3.1.1. Members have four main areas of responsibility:

- To determine Council policy and provide community leadership;
- To monitor and review Council performance in delivering services;
- To represent the Council externally; and
- To act as advocates for their constituents.
- **In addition, all Members of the Council should be aware of and adhere to their responsibilities as Corporate Employers.** When Members join the Council guidance is provided and Members of the Personnel Committee are required to undertake additional training.²

3.1.2. All Members have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status and should be treated equally.

3.2. Chairmen and Vice Chairmen of Committees

It is clearly important that there should be a close working relationship between Chairmen and Vice-Chairmen of Committees and the Officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the officer's ability to deal impartially with other Members. Officers should never be asked to do anything which may prejudice their impartiality.

3.3. Officers

The following key principles reflect the way in which Officers generally relate to Members:

- Officers are employed by, and accountable to, the Council as a whole;
- Officers are impartial;

² NALC Being a Good Employer

- Officers are responsible for operational delivery of all of the Council's functions including support to all Council Committees;
- Day to day managerial and operational decisions remain the responsibility of the Town Clerk and Line Managers.

4. Expectations

4.1. Members can expect:

- A commitment from Officers to the Town Council as a whole, not to any individual Member or group of Members;
- A working partnership³;
- That Officers understand and support respective roles, workloads and pressures;
- Respond to enquiries and complaints in accordance with the Council's standards;
- Professional, impartial advice and information, not influenced by political views or personal preferences;
- Regular, up to date information on appropriate and relevant matters, having regard to individual responsibilities or positions held;
- Respect, courtesy, Integrity and appropriate confidentiality from Officers;
- Not to have personal issues raised with them by Officers outside the council's agreed procedures;
- That Officers will not use their contact with Members to advance their personal interests or to influence decisions improperly;
- That Officers at all times will comply with relevant policies and procedures;
- If representing the Council on an outside body, to be required to provide update reports in a timely manner with an appropriate level of detail.

4.2. Officers can expect from Members:

- A working partnership and to be treated in a professional manner;
- An understanding of, and support for, respective roles, workloads and pressures;
- Timely responses to emails and/or telephone calls;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;

³ Members may find the following publication helpful: LGA Effective Member Officer Relations

- Not to be bullied or to be put under undue pressure;
- That Members will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Members will at all times abide by the Nolan Principles and with the Council's adopted Code of Conduct, policies and procedures.

5. Meetings

The interaction between Members and Officers at meetings of the Council and Committees should reflect the formality of the situation.

Any Officer carrying out a statutory role has specific responsibilities placed on them by law. These responsibilities go beyond their obligations as employees of the Council. Where an Officer is discharging their responsibilities under any statutory office a Member/Members shall now:

- Improperly interfere with or obstruct the Officer in exercising those responsibilities;
- Victimize any Officer who is discharging or has discharged their responsibilities of the Statutory Office.

Members and Officers may attend all formal meetings for the consideration of Part I (i.e. non-confidential) items, as may any member of the public. When a body is considering Part II information (i.e. exempt from publication under Access to Information legislation), Members and Officers do not have an automatic right of attendance.

6. Members' Access to information and Council documents

- 6.1. Members are free to approach the Town Clerk to provide them with such information, explanation and advice, as they may reasonably need in order to assist them in discharging their role as Members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent.
- 6.2. As regards the legal rights of Members to inspect Council documents, these are covered partly by statute and partly by the common law.
- 6.3. Members have a statutory right to inspect any Council document that contains material relating to any business which is to be transacted at a Council, Committee or Sub-Committee meeting. This right applies irrespective of whether the member is a member of the Committee or Sub-Committee concerned and extends not only to reports which are to be submitted to the meeting, but also to any relevant background papers. This right does not however apply to documents relating to certain items which may appear in Part II (exempt) of the Agenda for meetings. Examples are documents that

contain exempt information relating to employees, occupiers of Council property, applicants for grants and other services, contract and industrial relations negotiations, advice from Counsel and criminal investigations.

- 6.4. The common law right of members is much broader and is based on the principle that any member has a prima facie right to inspect Council documents so far as his/her access to the documents is reasonably necessary to enable the member properly to perform his/her duties as a member of the Council. This principle is commonly referred to as the “need to know” principle.
- 6.5. The exercise of this common law right depends therefore upon the Member’s ability to demonstrate that they has the necessary “need to know”. In this respect a member has no right to “a roving commission” to go and examine documents of the Council. Mere curiosity is not sufficient.
- 6.6. In some circumstances (e.g. a Committee Member wishing to inspect documents relating to the functions of that Committee) a member’s “need to know” will normally be presumed. In other circumstances (e.g. a Member wishing to inspect documents which contain personal information about third parties) a Member will normally be expected to justify the request in specific terms.
- 6.7. Whilst the term “Council document” is very broad and includes, for example, any document produced with Council resources, it is accepted by convention that a Member of one party group will not have a “need to know”, and therefore a right to inspect, a document which forms part of the internal workings of another party group.
- 6.8. Finally, any Council information provided to a Member must only be used by the Member for the purpose for which it was provided i.e. in connection with the proper performance of the Member’s duties as a Member of the Council.
- 6.9. The Code of Conduct states that a Member must not disclose confidential information or information which he or she believes to be of a confidential nature, except in some specific circumstances as detailed in the Code.
- 6.10. For completeness, Members do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

7. Correspondence

- 7.1. Correspondence between an individual Member and an Officer should not normally be copied by the Officer (or the Member) to any other Member. Where it is necessary to copy the correspondence to another Member, this should be done in a transparent manner with the original Member clearly informed. The system of silent copies (bcc) should not be used. Members and Officers should note that all correspondence may be subject to disclosure under the Freedom of Information Act 2000 or UK GDPR.

- 7.2. Official correspondence, by email or any other means, on behalf of the Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member. It shall, be appropriate in certain circumstances for correspondence to appear in the name of the Chairman of the Council or a Committee Chairman. Correspondence which, for example, creates legal obligations or gives instruction on behalf of the Council should never be sent out in the name of a Member.

8. Press and Social Media Comments, Press Releases and Local Publicity

- 8.1. Members and Officers are reminded to follow the procedure for communicating with the press in the Communications Policy .
- 8.2. Any press or media release that may be necessary to clarify the Council's position should be cleared by the Town Clerk or their nominated deputy in consultation with the Mayor or Chairman of the relevant committee.
- 8.3. On no account must an Officer expressly or implicitly make any political opinion, comment or statement.
- 8.4. Particular care should be taken with publicity/media comments/press releases around the time of an election and more so during the heightened period of sensitivity during the pre-election period known as Purdah. Advice will be available from CALC and the Monitoring Officer where appropriate.

9. Use of Council resources

The Code of Conduct states that a Member must, when using or authorizing the use of the resources of the Council, act in accordance with the Council's requirements. Support from Officers can only lawfully be provided where this is to assist the Member in discharging their role on Council business and should never be used in connection with political or other campaigning activity or for private purposes. The use of computers (or other IT devices) provided to Members of the Council is governed by the policies and procedures adopted by the Council, including the IT Acceptable Use Policy.

10. General guidelines

- 10.1. It is accepted that Members may wish to call on Officers to discuss various issues. However, it should be noted that Officers may have significant workloads and deadlines to meet. Any discussions likely to take more than five minutes should be by appointment except where urgent and unforeseen. All requests for tasks to be undertaken must be submitted through the Line Managers.
- 10.2. Equally, Officers should only contact Members by telephone or email where necessary and should avoid circulating superfluous information.

10.3. All matters relating to particular committees should be copied to the Chairman of the Committee. Requests for agenda items should be submitted to both the Chairman and the Town Clerk.

10.4. Close personal relationships between Members and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception that a particular Member or Officer is getting preferential treatment.

11. If things go wrong

From time to time the relationship between Members and Officers may break down or become strained. Whilst it is always preferable to resolve matters informally, if appropriate through conciliation by an appropriate third party, the law requires all employers to have disciplinary and grievance procedures. The Council will maintain and regularly review separate disciplinary and grievance procedures and ensure they comply with good practice.

The Chairman of the Council should not attempt to deal with grievances or work related performance or line management issues. The Council has delegated authority on employment/human resources matters to the Personnel Committee.

Members and Officers should never personally criticise or undermine respect for the other in any public or external forum. This damages working relationships and has an adverse impact on the public image of the Council. Whilst Members have the right to criticise reports, advice or recommendations put before them at meetings, they should not address their criticism to the conduct or capabilities of individual Officers. Officers have no means of responding to such criticism in public.

Procedure for Members:

A Member who is dissatisfied with the conduct, behaviour or performance of an Officer should raise the matter with the Clerk or the Chairman of the Personnel Committee if the Officer is the Town Clerk in the first instance. If it is not possible to resolve the matter informally, it may be necessary to invoke the Council's disciplinary procedure.

Members should at all times:

- Avoid personal attacks on, or abuse of the Officer at all times;
- Ensure that any criticism is well founded and constructive;
- Ensure that any criticism is made in private.

Procedure for Officers:

The Council's adopted grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way. Where possible informal resolution should be sought via the procedure outlined in the Employee Handbook.

Where there is a potential breach of the Members' Code of Conduct:

Officers are advised to contact the Cornwall Council Monitoring Officer and request that an investigation is carried out in line with the Code of Conduct adopted under the Localism Act 2011. They may also wish to seek advice from their union or professional organisation.

Any questions about this protocol should be addressed in the first instance to the Town Clerk.

Recommended reading for Members of the Council:

NALC Being a Good Employer

Local Government Association Councillor Workbook: Effective Member and Officer Relations

Recruitment and Selection Policy

RESPONSIBLE COMMITTEE: POLICY & FINANCE

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	1/2022	Approved by	ATM
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05/2022	1/2022	AJT	Readopted (Note GDPR is now UKGDPR)

Document Retention Period
Until superseded

Saltash Town Council

Recruitment and Selection Policy

This procedure is applicable to all employees with the exception of the Town Clerk where a separate procedure will be put in place by the Personnel Committee.

Except in the case above and where new posts are being recommended (which will require the authority of the Personnel Committee recommending to Full Council), the Town Clerk and Assistant Town Clerk have full delegated authority for the operation of this policy.

Other relevant policies:

- Disability Employment Policy
- Equality and Diversity Policy

Our approach to Recruitment

We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.

Internal promotion will be considered by the Personnel Committee.

Types of employment

'Employees' work under a contract of employment.

The term 'temporary workers' is used to describe staff engaged on a non-permanent basis who may fall into a number of categories:

A 'casual worker' is defined as someone who works occasional and irregular hours on a 'as needed' basis. There is no mutuality of obligation on either side to either accept work or to offer it. There should be no regular pattern to their employment.

Agency and Temporary workers acquire certain rights, some from day one and some after a twelve week qualifying period. (See Agency Workers Regulations 2010 (updated 2019)).

Fixed term contract: A fixed term employee has the right not to be treated less favourably than a comparable permanent employee. (Fixed Term Employees (Prevention of Less Favourable Treatment Regulations 2002) A fixed term contract may be used for employees to work for a specified length of time or to work on a set project.

Recruitment Pack

Before a vacancy is advertised the following information should be prepared by the Line Manager in consultation with the Town Clerk and or Assistant Town Clerk and (where appropriate) the Personnel Committee:

- An updated job description.
- A person specification.
- Draft advertisement including that applications must be made by application form and that CVs/letters of application will not be accepted or read.
- Privacy notice (Recruitment)

Advertising

Vacancies will be advertised for a minimum of two weeks, **subject to the recruitment market at the time and guidance from the Town Council's HR Consultants liaising with the Town Clerk, Chairman and Vice Chairman of the Personnel Committee. Where pertinent, exceptional candidates may be contracted before the closing date.**

All applications must be made using the provided application form.

1. Internal advertising

All vacancies must be advertised internally within the Town Council to all employees.

2. External advertising

Vacancies will be advertised on the Town Council website, notice boards and social media.

In addition, the vacancies may be posted on Indeed, CV Library, Plymouth City Council recruitment web page, **CALC, Gum Tree** (free of charge). Other paid advertising including local newspapers **and other online recruiters** where appropriate and **advised by the Town Council's HR Consultants if relevant to the role felt necessary** with the authorisation of the Town Clerk and or Assistant Town Clerk and Chair and or Vice Chair of Personnel.

Note:

Avoid using publications or employment agencies that focus on a niche market as this may limit the diversity of applicants and so constitute indirect discrimination.

3. Use of employment agencies

When it is agreed to appoint Casual, Temporary and Agency posts to ensure business continuity without disruption recruitment is delegated to the Line Manager reporting back to the Town Clerk and or Assistant Town Clerk and

Chair and or Vice Chair of Personnel, ratified at the next available Personnel Meeting.

Line managers should consider the appropriateness of using agency workers and casual workers (particularly if the placement is expected to be on a long-term basis). It may be more appropriate and/or cost effective to appoint a fixed term employee.

Selection and Assessment

1. Application period

Only applications made using the required application form will be accepted. CVs/letters of application will not be accepted or read.

Applications will be received by an Officer designated by the Town Clerk and or Assistant Town Clerk. No interviewing Officers or Councillors will have sight of applications until the shortlisting takes place.

The designated Officer will ensure the personal details are separated from the application form. Where more than 10 (ten) applications are received the Officer will assess candidates against the job criteria and employee specification. ~~Only candidates meeting the essential criteria requirements will be put forward to the shortlisting panel.~~ All candidates who meet the essential criteria will be put forward. Additional candidates may be considered if they have other skills/experience which may be beneficial to the role.

2. Shortlisting

The shortlisting panel will consist of the Line Manager, the Chair of Personnel (or Vice Chair in their absence) and the Chair (or Vice Chair in their absence) of the employing committee as follows:

Department	Employing Committee
Administration	Policy & Finance
Finance	Policy & Finance
Library	Services
Service Delivery	Services

It is the responsibility of the Line Manager and Members attending to ensure that all shortlisting score sheets are completed clearly for audit purposes and in line with Employment Law. Shortlisting score sheets are to be returned to the Line Manager who then returns to the Assistant Town Clerk to file.

Shortlisted candidates MUST be given at least three clear working days' notice of an interview (not including the day of the offer of the interview date) and the invitation should include a check whether any reasonable adjustments are required **and right to work in the UK check list.**

3. Interview

It is important the interview panel are available to attend interviews at the earliest opportunity to avoid losing potential good candidates.

If appropriate, and for senior posts, a second interview may be held if the decision is close between candidates or if further information is needed.

For the employer, the interview is an opportunity to:

- Gauge candidates' experience and ability to perform in the role.
- Explain the possible employee learning opportunities and benefits.
- Give the candidate a positive impression of the organisation as a good employer.

For the candidate, the interview is an opportunity to:

- Understand the job and its responsibilities in more detail.
- Ask questions about the organisation and possible learning opportunities and benefits.
- Decide whether they would like to take the job if offered it.

The interview panel will consist of the Line Manager, the Chair of Personnel (or Vice Chair in their absence) and the Chair (or Vice Chair in their absence) of the employing committee (see above).

All candidates will be asked the same questions to ensure a fair process although supplementary question may be varied as indicated by candidate answers and application form.

It is the responsibility of the Line Manager and Members attending to ensure that all shortlisting score sheets are completed clearly for audit purposes and in line with Employment Law.

All notes taken during the interview process should be signed and dated by the completing panel member or Line Manager and attached to their score sheet.

The Line Manager is responsible for collecting all paperwork and passing to the Assistant Town Clerk for retention.

Appointment

1. The Interview Panel

- a. The interview panel must reach all decisions by a majority of panel members.
- b. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.

- c. If the panel agrees that there is at least one candidate of appointable quality, it will then agree:
 - i. The first choice candidate.
 - ii. The order of preference for any other candidates of appointable quality.

2. The Line Manager

- a. The Line Manager **or the Town Council's HR Consultants** will contact the first choice candidate by telephone and make the offer of employment subject to the required eligibility checks, confirmation of qualifications, receipt of satisfactory references and, where appropriate, Disclosure and Barring Service (DBS) checks. This will be followed up by a letter of appointment and written terms of employment.
- b. Where the offer of the post is declined, the Line Manager **or the Town Council's HR Consultants** will offer the post to the next appointable candidate (in the order of preference of the interview panel).
- c. The Line Manager **or the Town Council's HR Consultants** will notify all unsuccessful candidates once the post has been filled.
- d. The Line Manager will inform Members and Officers by email when a candidate accepts an offer of employment and a start date is confirmed.

In the absence of the Line Manager, the Town Clerk, Assistant Town Clerk **or the Town Council's HR Consultants** will undertake this role.

3. The Assistant Town Clerk

The Assistant Town Clerk will undertake the necessary checks and work up the HR documents within the time laid down in law.

Where satisfactory references or checks are not forthcoming in the agreed opinion of the Town Clerk or Assistant Town Clerk and the Chair and or Vice chair of Personnel, the offer will be withdrawn and the Line Manager will be asked to offer the post to the next appointable candidate.

Post Appointment

- 1. All appointments are reported back to the Personnel Committee, in turn reporting to Full Council.
- 2. The Line Manager shall ensure that all necessary documentation is completed, including the contract of employment within the time laid down in law.
- 3. The Council operates in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. All applicants will be provided with a

Privacy Notice during the recruitment process, and copies of application forms will only be retained with the permission of the applicant (GDPR).

4. Where a post becomes vacant within six months of the successful applicant taking up post, the Council may agree to appoint the next available candidate of appointable quality without need for a further process.

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