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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 24th November 2022 at 6.30 pm

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

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

APOLOGIES: None.

70/22/23 DECLARATIONS OF INTEREST:

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

- 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.

71/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON THURSDAY 29TH SEPTEMBER 2022 AND THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON FRIDAY 11TH NOVEMBER 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 Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on Thursday 29th September 2022 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Friday 11th November 2022 were confirmed as a true and correct record.

The Chairman announced the next item to be considered is Agenda Item 15 – Public Bodies Act (Admission to Meetings) Act 1960.

72/22/23

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Stoyel 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.

Members in attendance noted the Chairman's statement.

The Chairman announced the next item to be considered is Agenda Item 18 – To receive a report on the benchmarking exercise and consider any actions and associated expenditure.

73/22/23

TO RECEIVE A REPORT ON THE BENCH MARKING EXERCISE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to defer the report to the next scheduled Personnel Committee meeting to be held on 25th January 2023.

The Chairman announced the next item to be considered is Agenda Item 20 – To receive a report from the Town Clerk and consider any actions and associated expenditure.

74/22/23

TO RECEIVE A REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the advertisement of a Finance Officer in the New Year.

Nicky Ackerley left the meeting.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to approve the Town Clerk working from home when appropriate.

The Town Clerk informed Members of the low recruitment market at present and the need to continue the appointment of the Service Delivery Manager to ensure the Town Council is compliant, working safely, and to fully support the department and Town Clerk.

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

1. To continue the appointment of the sub-contractor to undertake the role of the Service Delivery Manager on a 6 month rolling contract from 1st January 2023;
2. A remuneration of £950 per week to commence 1st January 2023 allocated to budget code – Services Delivery Staffing Costs;
3. A contract to be drawn up to confirm the details of the agreement and that the sub-contractor covers the Town Council legal cost.

It was **RESOLVED** to note the report.

The Chairman announced the next item to be considered is Agenda Item 16 – To consider any items referred from the main part of the agenda.

75/22/23

TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

76/22/23 **TO RECEIVE AND APPROVE THE PRIVATE AND CONFIDENTIAL MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON FRIDAY 11TH NOVEMBER 2022 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve the Private and Confidential minutes of the Extraordinary Personnel Committee held on Friday 11th November 2022 as a true and correct record.

The Chairman announced the next item to be considered is Agenda Item 21 – Public Bodies (Admission to Meetings) Act 1960.

77/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

The Chairman announced the next item to be considered is Agenda Item 4 – To consider Risk Management Reports as may be received.

78/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

79/22/23 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

80/22/23 **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

81/22/23 **TO NOTE THE APPOINTMENT OF AN ASSISTANT TOWN CLERK.**

It was **RESOLVED** to note the appointment of Ricky Lumley the Assistant Town Clerk to Saltash Town Council.

82/22/23 **TO REPORT BACK ON STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note that all staff performance reviews had been successfully completed.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to approve all incremental point progressions for eligible staff for the year 2023-24 commencing 1st April 2023.

83/22/23 **TO REVIEW THE EMPLOYEE HANDBOOK REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to appoint Human Resources Support Consultancy to ensure the Employee Handbook reflects the Town Council being a dementia friendly employer, reporting back at a future meeting.

84/22/23 **TO REVIEW COVID-19 WORKING PRACTICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to note the report and that:

1. All staff are to follow the Town Council sickness absence procedure should they become unwell to work;
2. Remaining Saltash Town Council LFT are available to all staff as required.

85/22/23 **TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note Rosevale Accountants fee increase from 1st January 2023 to £29.00ph;
2. To continue with the appointment of Rosevale Accountants to work with the Town Clerk covering the work of the Finance Officer, training and year end to a maximum of 30hr per week;
3. To note Rosevale Accountants are not available to work for Saltash Town Council from 25th January 2023 to 26th March 2023;
4. That the Personnel Committee further review the status at January's Personnel Committee meeting.

86/22/23 **TO RECEIVE AND CONSIDER RECOMMENDING TO FULL TOWN COUNCIL THE SAFEGUARDING POLICY.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** adopting the Safeguarding Policy to Full Town Council to be held on Thursday 1st December 2022 (as attached).

87/22/23 **TO RECEIVE THE SERVICE DELIVERY CHRISTMAS ROTA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the Service Delivery Department Christmas rota and duties.

The Personnel Committee thanked the Service Delivery Department for their commitment during the festive period.

88/22/23 **TO REVIEW THE CHRISTMAS PAYROLL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve the change in date for December's payroll from 30th December to 16th December 2022 due to the Christmas shutdown.

The Chairman announced the next item to be considered is Agenda Item 19 and that the item is to be received in Part One of the meeting – To receive a report on the NJC Pay Claim Deal 2022-23 and consider any actions and associated expenditure.

89/22/23 **TO RECEIVE A REPORT ON THE NJC PAY CLAIM DEAL 2022-23 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on Thursday 1st December 2022 to accept and implement the pay award back dated to 1st April 2022 as follows:

1. An increase of £1,925 on all NJC pay points 1 and above;
2. An increase of 4.04% for Fire Wardens;
3. With effect from 1st April 2023, an increase of one day to all employees annual leave entitlement;
4. With effect from 1st April 2023, the deletion of pay point 1 from the NJC pay spine.

90/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

91/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 26 January 2023 at 6.30 pm

Rising at: 20:54

Signed: _____
Chairman

Dated: _____

DRAFT

Safeguarding 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	3 DRAFT	Approved by	
Date	11/2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual		

Version History			
Date	Version	Author/Editor	Notes
11/2021	3 DRAFT	AJT	Reviewed as STC services expand
07/2019	2	CC/AJT	Updated model
08/2017	1	CC/SB	From training

Document Retention Period
Until superseded

Saltash Town Council

Safeguarding Policy

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Introduction

Saltash Town Council (STC) recognises that safeguarding children, young people and adults at risk is a collective responsibility. The purpose of this policy is to make sure that all Members, employees, volunteers and contractors are aware of what is required in relation to the protection of children, young people and vulnerable adults. This policy will also help maintain a safe and positive environment for users of Saltash Town Council services.

Policy Application

This policy applies to:

- all employees of STC including temporary and agency staff,
- all Council elected Members,
- all organisations with a working relationship with STC including external suppliers,
- work experience volunteers working with STC,
- volunteers working with STC.

NOTE: It is not the role of Saltash Town Council to investigate allegations of abuse. However, all Members, employees, volunteers and contractors working in partnership with Saltash Town Council have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim or at risk of significant harm or abuse.

Policy Statement

Saltash Town Council is committed to taking all reasonable precautions to safeguard the welfare of children, young people and vulnerable adults that use its services and will promote a safeguarding culture and environment.

- We will endeavour to keep children, young people and vulnerable adults safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- We will always act in the best interests of the child, young person or vulnerable adult.
- We will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults living in the local community.
- We will endeavour to ensure that unsuitable people are prevented from working with children, young people and vulnerable adults through, as appropriate, the recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- We will take any concern made by a member, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.

Legal framework

This policy is drawn up based on legislation, policy and guidance that seeks to protect children, young people, and vulnerable adults in England.

Section 11 of the Children Act 2004 places a duty on a range of organisations to ensure their functions and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

The Care Act 2014 sets out statutory duties for safeguarding adults.

Definitions of Abuse

- **Abuse** covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial.
- **Neglect** is where people fail to meet a child's or vulnerable person's basic physical / psychological needs and is likely to result in the serious impairment of their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury, or exposing them to undue cold.
- **Physical Abuse** is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc.
- **Sexual Abuse** is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.
- **Emotional / Mental Abuse** is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

Responsibilities

1. Safer Recruitment¹

Saltash Town Council demonstrates its commitment to safeguarding and promoting the welfare of children, young people and adults at all stages of the recruitment and selection process.

Consistent, fair and thorough safer recruitment practices and procedures are in place that will ensure that those recruited are suitable to work within the Town Council's services.

¹ Recruitment and Selection Policy applies

2. Training and Awareness²

Everyone will be advised on the boundaries of appropriate behaviour as part of their employee and volunteer induction and informed of the relevant policies. More in depth mandatory training is undertaken on a regular basis by employees working in frontline areas delivering services that are used by members of the public.

Councillors will be provided with safeguarding awareness information as part of their induction.

Line managers are responsible for ensuring that safe and appropriate working practices are in operation. An ongoing culture of vigilance with a commitment to safeguarding with clear procedures and support for raising concerns should be in place.

3. Signposting and Prevention

We recognise that we can play a significant part in the prevention of harm to children, young person or vulnerable adult by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our organisation will support children, young people or adults by:

- Establishing and maintaining an ethos, understood by everyone, which enables children, young people or adults to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment ensuring that all children, young people or adults know that there is someone in our organisation whom they can approach if they are worried or in difficulty.
- Posters signposting to support services will be displayed in the community hub.

4. Running safe activities and events

a. Risk evaluation and management

Activities and events should be planned in accordance with the requirements of the current Health and Safety Manual.

Regular checks should be made on equipment used by children, young people, adults, employees and volunteers in accordance with the requirements of the current Health and Safety Manual.

² Employee Handbook

b. Information and consent

Consent to activities should be obtained before participation from parents/carers/children/young people as appropriate.

Only necessary information should be collected and stored securely in accordance with the UKGDPR guidance provided.

Details of information that might be needed in an emergency should be kept in an accessible but secure place.

c. Use of photography and video

The use of photography and video at events run by Saltash Town Council will be controlled to prevent possible misuse. All employees will follow the Photography and Filming Guidance for Staff.

i. Events held at Saltash Library

The procedures in the Photography and Filming Statement at Saltash Library Hub (Appendix 1) should be followed.

ii. Events held at the Guildhall

Where events are held at the Guildhall, the Officer leading the event will follow the procedures laid out in Appendix 2.

iii. Photography/Filming to record STC work/activities

Where this is undertaken the guidance in Appendix 2 should be followed.

Allegations against employees, Council Members or volunteers

All employees, Members and volunteers should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

- All employees should be aware of the settings behaviour/discipline policy.
- The Town Council should follow the CISSCB procedures for managing allegations against employees/volunteers, a copy of which can be found on the CISSCB website - [Cornwall and the Isles of Scilly Safeguarding Children Partnership - Home page \(ciossafeguarding.org.uk\)](https://www.ciossafeguarding.org.uk/)

Where an employee, Member of the Council or volunteer becomes aware of an allegation against them or another employee, Member of the Council or volunteer this should immediately be reported to their Line Manager who will raise it with the Assistant Town Clerk. Volunteers should report to the senior member of staff in the department they help in and Members of the Council should report to the Assistant Town Clerk.

No attempt should be made to investigate or act on any allegation before consultation with the CISSCB.

How to report a safeguarding concern

1. How to make a safeguarding children and young people alert/referral

To report an incidence of abuse or neglect, please contact the Multi Agency Referral Unit on: 0300 123 1116.

Outside of normal working hours there is an out of hours service available to ensure that urgent situations are responded to appropriately. The out of hours service runs from Monday to Thursday 5:15pm and 4:45pm on Fridays until 8:45am weekdays and for 24 hours on Saturdays and Sundays and can be contacted by phoning 0300 1234 100.

2. How to make a safeguarding adults alert/referral

In Cornwall and the Isles of Scilly a safeguarding adult's referral is called a safeguarding adults alert. To make a safeguarding adults alert in Cornwall you need to contact the Access Team within Education, Health and Social Care on 0300 1234 131.

Your call will be put through to the Access Team. They will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising.

When the offices are closed you can call 01208 251 300 for emergencies only.

[Safeguarding Lead](#)

The nominated child protection/safeguarding lead is the Assistant Town Clerk

In the absence of the Assistant Town Clerk the contact is the Town Clerk.

Appendix 1- Photography and/or Filming by Saltash Town Council (not including Saltash Library Hub)

Photography and/or Filming by Saltash Town Council (not including Saltash Library Hub)

- **Events in the Guildhall – public attending**
- **Events in the Community – public attending**

Clear signage should always be in place where photography or filming will take place at STC events where members of the public will attend. This is even more important where children, young people and/or vulnerable adults may attend.

No photography or filming should be recorded on personal devices.

The procedures outlined in Appendix 1 should be followed, adapting as required to meet the requirements of the event.

The guidance provided for staff³ should be read and adhered to with further advice sought from the Senior Policy and Data Compliance Monitoring Officer where required as a UKGDPR/Data Protection issue.

Where there is a potential safeguarding issue, advice should be sought from the relevant Line Manager in the first instance, referring to the Assistant Town Clerk as required.

Photography/Filming to record STC work/activities

Any photographs/videos that are to be taken as records of work for publication on the Town Council website and social media sites should be reviewed to ensure no identifiable individuals are included without permission. (This includes images of members of staff.)

The guidance provided for staff⁴ should be read and adhered to with further advice sought from the Senior Policy and Data Compliance Monitoring Officer where required as a UKGDPR/Data Protection issue.

³ Filming and Photography on STC sites – Guidance for staff (internal document)

⁴ Filming and Photography on STC sites – Guidance for staff (internal document)

Photography and Filming at Saltash Library Hub*

*This document should be read alongside the STC Safeguarding Policy and applies to all staff, volunteers and other adults associated with Saltash Library Hub.

Saltash Library Hub (as part of Saltash Town Council) works with children and families as part of its activities in the community.

The purpose of this document is to:

- Protect children and young people who take part in Saltash Library Hub's services;
- Set out the principles that guide our approach to photographs/videos being taken of children and young people during our events and activities;
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation;
- The welfare of the children and young people taking part in our activities is paramount;
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used;
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images;
- There are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image;
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children;
- Only using the first names of children if we need to identify them;

- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo);
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information);
- Reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing, including safety wear if necessary;
- Using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images as part of our safeguarding procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for Saltash Library Hub's use

Children, young people, parents and carers must be made aware that photography and filming is taking place and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour;
- Ensuring the photographer wears identification at all times;
- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their children being taken and shared;
- Not allowing the photographer to have unsupervised access to the children;
- Not allowing the photographer to carry out sessions outside the event or at a child's home;
- Reporting concerns regarding inappropriate or intrusive photography following our safeguarding procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Saltash Town Council) or students wish to record one of our events and share the images professionally or in the wider world, they should seek written permission from the Community Hub Team Leader in advance.

They should provide:

- The name and address of the person using the camera;

- The names of the children they wish to take images of (where possible);
- The reason for taking the images/what the images will be used for;
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The Community Hub Team Leader will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects and their parents and inform the photographer of anyone who does not give their consent.

At the event there will be a prominent notice informing children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by issuing them with a coloured identification badge.

If Saltash Library Hub is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

Storing images

We will store images of children securely, in accordance with our safeguarding policy and data protection law.

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