



Saltash Town Council

Konsel An Dre Essa



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

18 November 2022

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 24th November 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. Apologies.
2. 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
3. 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. (Pages 4 - 13)
4. To consider Risk Management reports as may be received.
5. To consider Health and Safety reports as may be received.
6. To receive the current Committee budget statement and consider any actions and associated expenditure. (Page 14)
7. To note the appointment of an Assistant Town Clerk.
8. To report back on staff performance reviews and consider any actions and associated expenditure.
9. To review the Employee Handbook request and consider any actions and associated expenditure. (Page 15)
10. To review Covid-19 working practices and consider any actions and associated expenditure. (Pages 16 - 19)
11. To review Rosevale Accountants finance support agreement and consider any actions and associated expenditure. (Page 20)
(Pursuant to Personnel held on 29.9.22 minute nr. 59/22/23)
12. To receive and consider recommending to Full Town Council the Safeguarding Policy. (Pages 21 - 32)
13. To receive the Service Delivery Christmas rota and consider any actions and associated expenditure.
14. To review the Christmas Payroll and consider any actions and associated expenditure.

15. 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.

16. To consider any items referred from the main part of the agenda.
17. 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.
18. To receive a report on the bench marking exercise and consider any actions and associated expenditure.
19. To receive a report on the NJC Pay Claim Deal 2022-23 and consider any actions and associated expenditure.
20. To receive a report from the Town Clerk and consider any actions and associated expenditure.
21. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
22. To consider urgent non-financial items at the discretion of the Chairman.
23. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 26 January 2023 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th September 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), A Primmer (Finance Officer) and S Webber (Service Delivery Manager)

APOLOGIES: Councillors: J Dent and J Foster.

45/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

46/22/23 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.

47/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE AND PRIVATE AND CONFIDENTIAL MINUTES HELD ON THURSDAY 28TH JULY 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 Committee including the Private and Confidential minutes held on Thursday 28th July 2022 were confirmed as a true and correct record.

48/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

49/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

No report.

50/22/23 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

51/22/23 TO RECEIVE A QUOTE TO BENCHMARK TOWN COUNCIL POSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Appoint HR Support Consultancy to undertake a benchmarking exercise on behalf of Saltash Town Council at a maximum cost of £600 + VAT;
2. Allocate the cost against budget code 6657 Staff Recruitment Advertising.

52/22/23 TO REVIEW THE HR CONSULTANCY AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Approve the amended Consultancy Agreement fees of £650 + VAT per month, to be reviewed after six months;
2. Note the service remains the same;
3. Allocate the cost against budget code 6662 Professional Fees.

**53/22/23 TO SET THE PERSONNEL BUDGET FOR THE YEAR 2023/24
RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

Members discussed the budget statement for the year 2023/24.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2023/24 to the Extraordinary Policy and Finance Committee meeting to be held on 22nd November 2022 as attached.

The Finance Officer left the meeting.

**54/22/23 TO RECEIVE AN UPDATE ON THE NJC PAY CLAIM DEAL 2022-23
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

**55/22/23 TO RECEIVE A REPORT ON THE PROVISION OF LONE WORKING
DEVICES AND CONSIDER ANY ACTIONS OR ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note that sufficient Risk Assessments and Safety Systems across the Service Delivery Department are now in place and staff have been consulted throughout the process.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to:

1. Terminate 10 devices with immediate effect;
2. Continue to utilise 3 devices that remain within contract and terminate at the end of the two year contract;
3. To note a cost saving of £2,100 against budget code 6214 P&F Health and Safety;
4. Not pursue with Health and Safety Mobile Applications.

56/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Peggs 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 individually note the statement - Members in attendance noted the Chairman's statement.

57/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Cllr Stoyel left the meeting.

Cllr Stoyel returned to the meeting.

It was **RESOLVED** to note.

The Service Delivery Manager left the meeting.

The Chairman called for a 5 minute break.

58/22/23 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS PAYROLL AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To continue to outsource processing of payroll on a temporary basis to Rosevale Accountants to be reviewed at the January 2023 Personnel Committee Meeting;
2. To approve the cost for Rosevale Accountants and BrightPay of £8.50 + VAT per employee per month;
3. To approve the cost for Rosevale Accountants and BrightHR of £12.00 + VAT per employee per month;
4. To allocate the cost to budget code 6662 HR Professional Fees.

59/22/23 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To continue with the appointment of Rosevale Accountants to undertake the finance handover/support for both the Finance Officer and Finance Assistant posts;
2. To reduce Rosevale Accountants weekly hours from a maximum of 60 hours to a maximum of 30 hours per week from 1st October to 31st December 2022 at a cost of £26.50 per hour;
3. That the Personnel Committee further review the status at Novembers Personnel Committee meeting.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £5,151 from budget code 6694 EMF Staff Contingency to 6661 Finance Consultancy Fees to cover the above cost.

60/22/23

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

Training

The Town Clerk informed Members that the training report is currently being improved to assist Members of the Personnel Committee to identify training needs.

It was **RESOLVED** to note.

Appraisals

Appraisals are being prepared to be reinstated at the earliest opportunity, we hope all to be complete within the next 4 to 8 weeks reporting back at a future Personnel Committee meeting.

It was **RESOLVED** to note.

Resignation / Exit Interview

The Town Clerk reported that the Service Delivery Manager did not wish to partake in the Town Council exit interview.

It was **RESOLVED** to note.

The Town Clerk reported that three Service Delivery General Assistants resigned from the position and undertook the Town Council exit interview.

It was **RESOLVED** to note.

The Town Clerk reported that the Finance Officer completed the Town Council exit interview.

It was **RESOLVED** to note.

Town Council Uniform

It was **RESOLVED** to note the update and that the Town Clerk further investigates.

61/22/23

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

None.

62/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

63/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

64/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 24 November 2022 at 6.30 pm

Rising at: 8:45pm

Signed: _____
Chairman

Dated: _____

Personnel Committee - Personnel Budget
Saltash Town Council
For the 5 months ended 31 August 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/S pend YTD 2022/23	Actual Funds Available to Date 2022/23	Precept 2023/24 @ 10.1% CPI	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Personnel Operating Expenditure												
Personnel Expenditure												
6654 ST Staff Welfare	1,313	0	0	1,538	627	911	1,693	last years budget + CPI	1,864	2,053	2,260	2,488
6657 ST SNB Staff Recruitment Advertising	5,254	0	0	6,150	113	6,037	6,771	last years budget + CPI - Benchmark	7,455	8,208	9,037	9,950
6658 ST SNB Miscellaneous Staffing Expenditure	5	0	0	0	0	0	0	Proposed to remove code	0	0	0	0
6660 ST Staff Recognition	0	0	200	0	25	175	200	as previous year - 8 vouchers	220	242	267	294
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	3,679	8,047	10,282	last years budget + CPI - Additional £7,000 precepted	11,321	12,464	13,723	15,109
Total Personnel Expenditure	9,713	0	8,945	10,669	4,443	15,171	18,947		20,860	22,967	25,287	27,841
Total Personnel Operating Expenditure	9,713	0	8,945	10,669	4,443	15,171	18,947		20,860	22,967	25,287	27,841
Total Personnel Operating Surplus/ (Deficit)	(9,713)	0	(8,945)	(10,669)	(4,443)	(15,171)	(18,947)		(20,860)	(22,967)	(25,287)	(27,841)
EMF Personnel Expenditure												
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785	7,470	Funds earmarked	0	0	0	0
Total EMF Personnel Expenditure	1,215	4,785	0	2,000	0	6,785	0		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	10,928	4,785	8,945	12,669	4,443	21,956	18,947		20,860	22,967	25,287	27,841
Total Personnel Budget Surplus/ (Deficit)	(10,928)	(4,785)	(8,945)	(12,669)	(4,443)	(21,956)	(18,947)		(20,860)	(22,967)	(25,287)	(27,841)

Notes

To/From Reserves & Budget Virements 2022/23

1. £200 from General Reserves to 6660 Staff Recognition - Minute No 88/22/23

1. £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

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Friday 11th November 2022 at 6.00 pm

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

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: J Peggs (Vice-Chairman)

65/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

66/22/23 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.

67/22/23 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 noted the Chairman's statement.

68/22/23 TO RECEIVE A REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

Councillor Foster left the meeting.

69/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

DATE OF NEXT MEETING

Thursday 24 November 2022 at 6.30 pm

Rising at: 7.40 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Personnel Committee - Personnel Budget

Saltash Town Council

For the 7 months ended 31 October 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	Notes	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	2,974	3,176		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	25	175		0	0	0	0
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	4,288	7,438		3,055	3,132	3,210	3,290
Total Personnel Expenditure	9,713	0	8,945	10,669	7,914	11,700		10,935	11,208	11,489	11,775
Total Personnel Operating Expenditure	9,713	0	8,945	10,669	7,914	11,700		10,935	11,208	11,489	11,775
Total Personnel Operating Surplus/ (Deficit)	(9,713)	0	(8,945)	(10,669)	(7,914)	(11,700)		(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 & EMF)	10,928	4,785	8,945	12,669	7,914	18,485		10,935	11,208	11,489	11,775
Total Personnel Budget Surplus/ (Deficit)	(10,928)	(4,785)	(8,945)	(12,669)	(7,914)	(18,485)		(10,935)	(11,208)	(11,489)	(11,775)

Notes

To/From Reserves & Budget Virements 2022/23

1. £200 from General Reserves to 6660 Staff Recognition - Minute No 88/22/23

1. £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

254/22/23 TO RECEIVE A REPORT ON THE PROPOSED PLAN FOR THE TOWN COUNCIL TO BE A DEMENTIA FRIENDLY COMMUNITY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman thanked the Assistant Town Clerk for the positive actions detailed in the report.

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

1. To undertake a full audit of all STC owned property/land actioned by Service Delivery with support from Dementia Voice Saltash (audit free of charge) to support those living with dementia. Audit to be received at a future FTC meeting.
2. To include Dementia Voice Saltash as the Town Council local Dementia partnership to the Annual Town Meeting with Parishioners of Saltash.
3. To provide yearly training sessions/seminars tailored for all Councillors, staff, local businesses and community groups held at the Guildhall, to update awareness on how we can all play our part in creating a dementia friendly town/shopping environment for the Community, led by Saltash Town Council working in partnership with Dementia Voice Saltash.
5. To appoint Councillor Peggs to be responsible for the promotion of the Dementia- Friendly Community approach.

Councillor Stoyel returned to the meeting

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** to the Personnel Committee to review the Town Council Employee Handbook to ensure policies reflect the Town Council being a Dementia Friendly Employer.

To receive Covid-19 working practices and consider any actions and associated expenditure

Saltash Town Council current working practices:

Personnel Meeting 10th March 2022

132/21/22 TO REVIEW THE LATEST GOVERNMENT COVID-19 UPDATES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Acting Town Clerk reported on the latest Covid-19 Government updates and the potential impact to the Town Council services.

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

1. Members of staff are to continue to self-isolate following a positive Covid-19 test for at least five days;
2. Staff are to take a LFT after day five and continue to follow the guidance until they have received two negative test results on consecutive days;
3. Staff who are in contact with people who test positive are to be mindful of others, if they experience symptoms take a LFT and continue to follow the above guidance;
4. Saltash Town Council purchase LFT for all employees from 1st April 2022 allocating the cost to budget code 6654 Staff Welfare.

Personnel Meeting 28th July 2022:

36/22/23 TO RECEIVE AND NOTE A REPORT ON COVID-19 - EMPLOYMENT.

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

1. Note the report.
2. Reaffirm minute 132/21/222 of the Extraordinary Personnel Committee meeting held in March 2022.
3. Delegate to the Town Clerk to continue to support staff.

Government Guidance:

The Government will remove remaining domestic restrictions in England:

From 24 February, the Government will:

- Remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people. After 5 days, they may choose to take a Lateral Flow Device (LFD) followed by another the next day - if both are negative, and they do not have a temperature, they can safely return to their normal routine. Those who test positive should avoid contact with anyone in an at risk group, including if they live in the same household. There will be specific guidance for staff in particularly vulnerable services, such as adult social care, healthcare, and prisons and places of detention.
- No longer ask fully vaccinated close contacts and those under the age of 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. Guidance will set out the precautions that those who live in the same household as someone who has COVID-19, or who have stayed overnight in the same household, are advised to take to reduce risk to other people. Other contacts of people with COVID-19 will be advised to take extra care in following general guidance for the public on safer behaviours.
- End self-isolation support payments and national funding for practical support. The medicine delivery service will no longer be available. People who were instructed to self-isolate before this date will still be able to claim support payments within the next 42 days.
- Revoke The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations. Local authorities will continue to manage local outbreaks of COVID-19 in high risk settings as they do with other infectious diseases.

From 24 March, the COVID-19 provisions within Statutory Sick Pay and Employment and Support Allowance regulations will end. People with COVID-19 may still be eligible, subject to the normal conditions of entitlement.

From 1 April, the Government will update guidance setting out the ongoing steps that people with COVID-19 should take to minimise contact with other people. This will align with the changes to testing set out later in this chapter.

Risk assessment

The requirement for every employer to explicitly consider COVID-19 in their health and safety risk assessment has been removed. Employers may choose to continue to cover COVID-19 in their risk assessments. Employers that specifically work with COVID-19, such as laboratories, must continue to undertake a risk assessment that considers COVID-19.

Employers should continue to comply with the requirements for cleaning, ventilation and welfare facilities in the Workplace (Health, Safety and Welfare) Regulations 1992 or the Construction Design and Management Regulations 2015 to control occupational health and safety risks.

Employers have a duty to consult with their employees, or their representatives, on health and safety matters. The Health and Safety Executive has guidance on how to keep people safe and healthy at work.

What to do if a member of staff has symptoms of a respiratory infection, including COVID-19:

If a member of staff is unwell with symptoms of a respiratory infection, such as COVID-19, they should follow the guidance for people with symptoms of a respiratory infection such as COVID-19.

Employers, in accordance with their legal obligations, may wish to consider how best to support and enable their workforce to follow this guidance as far as possible.

What to do if you have a positive COVID-19 test result:

Try to stay at home and avoid contact with other people.

If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.

Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. There is different advice for children and young people aged 18 and under.

During this period there are actions you can take to reduce the risk of passing COVID-19 on to others.

Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.

If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your positive test result.

You may wish to ask friends, family or neighbours to get food and other essentials for you.

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.

Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination, for 10 days after the day you took your test.

For Members consideration:

The Coronavirus Act 2020 has expired there is guidance from the Government in terms of 'best practice' (as above), however, we are told to learn to live with Covid as we do any other disease therefore I ask Members to consider how they wish to proceed should a member of staff contract Covid-19?

End of Report
Town Clerk

**59/22/23 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS
FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

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

1. To continue with the appointment of Rosevale Accountants to undertake the finance handover/support for both the Finance Officer and Finance Assistant posts;
2. To reduce Rosevale Accountants weekly hours from a maximum of 60 hours to a maximum of 30 hours per week from 1st October to 31st December 2022 at a cost of £26.50 per hour;
3. That the Personnel Committee further review the status at Novembers Personnel Committee meeting.

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	11/2021	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
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Document Retention Period
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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.

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.

Appendix 2- 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)

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