



Saltash Town Council

Konsel An Dre Essa



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

23 February 2024

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 29th February 2024 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,

A handwritten signature in black ink, appearing to be 'S Burrows'.

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. The 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 16th November 2023 as a true and correct record. (Pages 5 - 8)
5. To consider Risk Management reports as may be received.
6. To consider Health and Safety reports as may be received.
7. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Page 9)
8. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Budget; (Page 10)
 - b. Training Attended; (Pages 11 - 15)
 - c. Training Requests. (Pages 16 - 25)
9. To receive an update on staff end of year annual leave 2023-24 and consider any actions and associated expenditure. (Page 26)
10. To note the appointment of a Service Delivery General Assistant.
11. To review the Christmas and New Year shut down for the year 2024 and consider any actions and associated expenditure. (Page 27)
12. To review the 'Saltash Day' for the year 2024 and consider any actions and associated expenditure. (Page 28)
13. To receive a report on BrightPay Software and consider any actions and associated expenditure. (Page 29)
14. To review team compliments and consider any actions and associated expenditure. (Page 30)

15. To review Rosevale Accountants Payroll Services and consider any actions and associated expenditure. (Page 31)
(Pursuant to Personnel held on 29.06.23 minute nr. 39/23/24)
16. To review Rosevale Accountants Finance Service and consider any actions and associated expenditure.
17. To review the Protocol for Member Officer Relations Policy and consider any actions and associated expenditure. (Pages 32 - 41)
18. To review the appointment of a Town Crier and consider any actions and associated expenditure.
19. To receive the following Draft Job Descriptions and Person Specifications and consider any actions and associated expenditure:
 - a. Development Manager; (Pages 42 - 48)
 - b. Communications and Engagement Officer. (Pages 49 - 53)
20. 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.

21. To receive a report on the annual staff performance reviews and consider any actions and associated expenditure.
22. To receive a flexible working request and consider any actions and associated expenditure.
23. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.

24. To consider any items referred from the main part of the agenda.

25. Public Bodies (Admission to Meetings) Act 1960

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

26. To consider urgent non-financial items at the discretion of the Chairman.

27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 27 June 2024 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 16th November 2023 at 5.45 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.

66/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

67/23/24 DECLARATIONS OF INTEREST:

Councillor Miller arrived at the meeting.

- 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.

The Town Clerk requested she leave the meeting for agenda item 6.

68/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 26TH OCTOBER 2023 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 26th October 2023 were confirmed as a true and correct record.

69/23/24 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.

Members in attendance noted the Chairman's statement.

The Town Clerk left the meeting.

70/23/24 TO RECEIVE A COMPLAINT AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Martin, seconded by Councillor Foster and unanimously **RESOLVED** that the Personnel Committee has decided particularly with reference to paragraph 10.1 of the Protocol for Member Officer Relations Policy to not uphold the complaint as there is no justification to take the matter further.

The Town Clerk was invited to return to the meeting.

71/23/24 TO RECEIVE THE 2023 LOCAL GOVERNMENT SERVICES PAY AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 7th December 2023 to accept and implement the pay award for the year 2023/24 back dated to 1st April 2023 as follows:

1. An increase of £1,925 on all NJC pay points 2 to 43;
2. An increase of 3.88% on all NJC pay points 44 onwards.
3. To note the 2023/24 pay award means the lower NJC pay points now comply with the Real Living Wage threshold of £12ph, no requirement to implement Personnel Committee minute number 59/23/24.

72/23/24 TO RECEIVE A REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Chairman and Town Clerk approved three days compassionate leave for a member of staff.

It was **RESOLVED** to note the remainder of the staffing report received from the Town Clerk.

73/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

74/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 29 February 2024 at 6.30 pm

Rising at: 6.30 am

Signed: _____
Chairman

Dated: _____

Agenda Item 7

Personnel Committee - Personnel Budget 2023-24

Saltash Town Council

For the month ended 31 January 2024

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST PE Staff Welfare	627	0	0	1,693	261	1,432	2,385	2,560	2,747	2,948
6662 ST PE HR Professional Fees	14,386	0	2,700	10,282	10,156	2,826	9,380	10,065	10,800	11,589
Total Personnel Expenditure	15,013	0	2,700	11,975	10,417	4,258	11,765	12,625	13,547	14,537
6660 ST PE Staff Recognition	0	0	0	0	0	0	250	250	250	250
Total Personnel Operating Expenditure	15,013	0	2,700	11,975	10,417	4,258	12,015	12,875	13,797	14,787
Total Personnel Operating Surplus/ (Deficit)	(15,013)	0	(2,700)	(11,975)	(10,417)	(4,258)	(12,015)	(12,875)	(13,797)	(14,787)
EMF Personnel Expenditure										
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	(2,000)	685	0	4,398	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	8,000	0	9,910	318	15,000	0	0	0
Total EMF Personnel Expenditure	2,019	7,941	6,000	685	9,910	4,716	15,000	0	0	0
Total Personnel Expenditure (Operational & EMF)	17,031	7,941	8,700	12,660	20,327	8,974	26,765	12,625	13,547	14,537
Total Personnel Budget Surplus/ (Deficit)	(17,031)	(7,941)	(8,700)	(12,660)	(20,327)	(8,974)	(27,015)	(12,875)	(13,797)	(14,787)

To/From Reserves & Budget Virements 2023/24

1. Virement from 6694 P&F Staff Contingency to 6701 PE Staff Recruitment - £6,000 - P&F 43/23/24
2. Virement from 6694 P&F Staff Contingency to 6662 ST PE HR Professional Fees - £2,700 - P&F 43/23/24
3. Virement from 6691 ST PE EMF Legal Fees to 6701 ST PE EMF Staff Recruitment - £2,000 - PE 50/23/24

NOTE: The budget report has been updated with the Precept figures for 2024/25

To receive a report on Training Budget

Budget Code	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24
6678 ST GH Staff Training (Guildhall)	£0.00	£565.00	£0.00	£565.00
6682 ST LI Staff Training (Library)	£0.00	£1,101.00	£198.00	£903.00
6656 ST PF Staff Training	£0.00	£4,542.00	£1,604.00	£2,938.00
6676 ST SE Services Delivery Staff Training	£757.00	£11,010.00	£3,092.00	£8,675.00
TOTAL	£757.00	£17,218.00	£4,894.00	£13,081.00

Finance Officer
End of Report

Admin Department							
Team Member	Training Provider	Cost (Net)	Course Title	Start Date	Completion Date	Expiry Date (If Applicable)	Qualification Obtained (If Applicable)
Town Clerk	SLCC	£60	People management - Two sessions	26/01/23	09/02/23		Attended
Town Clerk	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24	N/A		Ongoing Training (SharePoint)
Town Clerk	Cornwall Council	FOC	Preparing for a new Local Plan for Cornwall	28/02/24			
Town Clerk	Scribe	FOC	Agenda Setting and Summons	15/02/24	15/02/24		Attended
Town Clerk	H2H	£11	Fire Awarness Training	N/A			
Town Clerk	CALC	£35	Managing Conflict and Conduct Issues	23/01/24	23/01/24		Attended
Town Clerk	Cornwall Council	£35	Dynamic Learning Environment	N/A			
Town Clerk	HRSC	£40	Appraisal Training	06/02/24	06/02/24		Attended
Assistant Town Clerk	CALC	£30	ENFORCEMENT & APPEALS	22/11/23	N/A		Attended
Assistant Town Clerk	Cornwall Council	£35	Cornwall Council online training access	14/11/23	N/A		
Assistant Town Clerk	Cornwall Council	£0	Preparing for a new Local Plan for Cornwall	28/02/24			Attended
Assistant Town Clerk	HRSC	£90	Employment Law Training for line managers	19/01/24	N/A		Attended
Assistant Town Clerk	Hygiene 2 Health	£50	Fire Marshall Training	12/06/24			
Assistant Town Clerk	HRSC	£40	Appraisal Training	06/02/24	N/A		Attended
Administration officer	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24	N/A		Ongoing Training (SharePoint)
Administration officer	Hygiene 2 Health	£50	Fire Marshall Training	12/02/24			
Receptionist / Mayors Secretary	NALC	£43	Social media training for local councils	28/02/24			
Receptionist / Mayors Secretary	Hygiene 2 Health	£50	Fire Marshall Training	12/02/24			
Receptionist / Mayors Secretary	SLCC	£43	Operation London Bridge	22/01/24	N/A		Attended
Receptionist / Mayors Secretary	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24	N/A		Ongoing Training (SharePoint)
Receptionist / Mayors Secretary	ICCM	£140	Cemetery Management and Compliance Course	05/03/23			
Planning and General Administrator	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24	N/A		Ongoing Training (SharePoint)
Planning and General Administrator	Hygiene 2 Health	£11	Fire Awarness Training	14/02/24			
Planning and General Administrator	CALC	£30	Dealing with difficult people and conversations in our local councils	25/03/24			
Planning and General Administrator	CALC	£30	Emotional Intelligence and Resilience in Practice for Clerks, Officers and Councillors	27/03/24			
Senior Policy & Data Compliance Monitoring Officer	Hygiene 2 Health	£11	Fire Awarness Training	14/02/24			
Senior Policy & Data Compliance Monitoring Officer	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24			Ongoing Training (SharePoint)
TOTAL		£910					

Finance Department

<u>Employee</u>	<u>Training Provider</u>	<u>Cost (Net)</u>	<u>Course Title</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Expiry Date (If Applicable)</u>	<u>Qualification Obtained (If Applicable)</u>
Finance Officer	The Parkinson Partnership	£30	Budgeting for Clerks and Finance Staff	14/09/23	14/09/23	N/A	Attended
Finance Officer	The Parkinson Partnership	£30	The role of Internal Audit	15/12/23	15/12/23	N/A	Attended
Finance Officer	HR Support Consultancy	£90	Employment Law Training for Line Managers	19/01/24	19/01/24	N/A	Attended
Finance Officer	The Parkinson Partnership	£30	Year End & Audit for Councils over 25K	30/01/24	30/01/24	N/A	Attended
Finance Officer	HR Support Consultancy	£40	Appraisal Training for Line Managers	06/02/24	06/02/24	N/A	Attended
Finance Officer	The Parkinson Partnership	£30	Procurement	05/03/24	05/03/24	N/A	Attended
Finance Officer	Hygiene 2 Health	£50	Fire Marshall	12/06/24			
Finance Assistant	Hygiene 2 Health	£11	Fire Awareness	N/A			
<u>Total</u>		<u>£311</u>					

LIBRARY DEPARTMENT							
Employee	Training Provider	Cost	Course Title	Start Date	Completion Date	Expiry Date (If Applicable)	Qualification Obtained (If Applicable)
Community Hub Team Leader	C.C.	FOC	Cyber Security	05.01.24	05.01.24		Attended
Community Hub Team Leader	C.C.	FOC	Information Governance	10.01.24	10.01.24		Attended
Community Hub Team Leader	C.C.	FOC	Safeguarding	10.01.24	10.01.24		Attended
Community Hub Team Leader	C.C.	FOC	Understanding Perspective	10.01.24	10.01.24		Attended
Community Hub Team Leader	HR Support Consultancy	£90	Employment Law Training for Line Managers	19/01/24	19/01/24	N/A	Attended
Community Hub Team Leader	HR Support Consultancy	£40	Appraisal Training for Line Managers	06/02/24	06/02/24	N/A	Attended
Library and information assistant	C.C.	Online Portal	Cyber Security	03.01.24	03.01.24		Attended
Library and information assistant	C.C.	Online Portal	Understanding perspective	03.01.24	03.01.24		Attended
Library and information assistant	C.C.	Online Portal	Equality and Diversity	04.01.24	04.01.24		Attended
Library and information assistant	C.C.	Online Portal	Safeguarding	02.02.24	26.02.24		Attended
Library and information assistant	C.C.	Online Portal	Domestic Abuse	02.02.24	02.02.24		Attended
Library and information assistant	C.C.	Online Portal	Health and Safety	02.02.24	02.02.24		Attended
Library and information assistant	C.C.	Online Portal	Cyber Security	05.01.24	05.01.24		Attended
Library and information assistant	C.C.	Online Portal	Information Governance	01.01.23	01.03.24		Attended
Library and information assistant	C.C.	Online Portal	Safeguarding	01.03.23	01.03.24		Attended
Library and information assistant	C.C.	Online Portal	Drug abuse and sexual violence awareness	01.07.23	01.07.24		Attended
Library and information assistant	C.C.	Online Portal	Asbestos awareness	02.08.23	02.08.24		Attended
Library and information assistant	C.C.	Online Portal	Understanding perspective	03.01.24	03.01.24		Attended
Library and information assistant	C.C.	Online Portal	Cyber Security	04.01.24	04.01.24		Attended
Library and information assistant	C.C.	Online Portal	Information Governance	03.01.24	03.01.24		Attended
Library and information assistant	C.C.	Online Portal	What is Microsoft	05.10.23	05.10.24		Attended
Library and information assistant	C.C.	Online Portal	Cyber Security	05.01.24	05.01.24		Attended
Library and information assistant	C.C.	Online Portal	Information Governance	05.01.24	05.01.24		Attended
Library and information assistant	C.C.	Online Portal	Safeguarding	01.10.23	01.10.24		Attended
Library and information assistant	C.C.	Online Portal	Meeting Skills	01.10.23	01.10.24		Attended
Library and information assistant	C.C.	Online Portal	Communication with deaf customers	25.02.23	25.02.24		Attended
Library and information assistant	C.C.	Online Portal	Understanding perspective	03.01.24	03.01.24		Attended
Library and information assistant	C.C.	Online Portal	Dementia Awareness	25.02.23	25.02.24		Attended
Library and information assistant	C.C.	Online Portal	Cyber Security	06.01.24	06.01.24		Attended
Library and information assistant	C.C.	Online Portal	Information Governance	06.01.24	06.01.24		Attended
Library and information assistant	C.C.	Online Portal	Understanding perspective	06.01.24	06.01.24		Attended

Library and information assistant	C.C.	Online Portal	Domestic Abuse & sexual violence awareness	25.02.23	25.02.24		Attended
Library and information assistant	C.C.	Online Portal	Cyber Security	19.01.24	19.01.24		Attended
Library and information assistant	C.C.	Online Portal	Safeguarding	11.02.23	11.02.24		Attended
Library and information assistant	C.C.	Online Portal	Understanding perspective	19.01.24	19.01.24		Attended
Library and information assistant	C.C.	Online Portal	Equality and Diversity Awareness	11.02.23	11.02.24		Attended
Library and information assistant	C.C.	Online Portal	Domestic Abuse & sexual violence awareness	11.02.23	11.02.24		Attended
Library and information assistant	C.C.	Online Portal	Health and Safety	11.02.23	11.02.24		Attended

Service Delivery Department

Team Member	Training Provider	Cost (net)	Course Title	Start Date	Completion Date	Expiry Date (if Applicable)	Qualification Obtained (if Applicable)
Administration Assistant	Hygiene 2 Health	£11	Basic Fire Safety Awareness	14.02.2024	Ongoing		
Assistant Service Delivery Manager	HR Support Consultancy	£90	Employment Law for Line Managers	19.01.2024	19.01.2024		Attended
Assistant Service Delivery Manager	Lynher Training	£220.00	Wood Chipper	14.03.2024			Attended
Assistant Service Delivery Manager	Lynher Training	£174.75	Abrasive Wheels (Refresher)	21.03.2024			Attended
Assistant Service Delivery Manager	Hygiene 2 Health	£50	Fire Warden	12.06.2024			
Caretaker	Hygiene 2 Health	£50	Fire Warden	12.06.2024			
Cleaner / Caretaker	Hygiene 2 Health	£17.50	COSHH	October 2023	Ongoing		Attended
Cleaner / Caretaker	Hygiene 2 Health	£11	Basic Fire Safety Awareness	14.02.2024	Ongoing		
Service Delivery General Assistant	Hygiene 2 Health	£17.50	COSHH	October 2023	05.02.2024		Attended
Service Delivery General Assistant	Hygiene 2 Health	£17.50	COSHH	October 2023	Ongoing		
Service Delivery General Assistant	ICCM	£140	Cemetery Management	19.12.2023	20.12.2023		Attended
Service Delivery General Assistant	ICCM	£140	Cemetery Management	19.12.2023	20.12.2023		Attended
Service Delivery General Assistant	Corserv	£180.00	Brushcutter & Strimmer	30.01.2024	30.01.2024		Attended
Service Delivery General Assistant	Lynher Training	£176.84	Wood Chipper	15.02.2024	15.02.2024		Attended
Service Delivery General Assistant	Lynher Training	£176.84	Wood Chipper	15.02.2024	15.02.2024		Attended
Service Delivery General Assistant	Lynher Training	£176.84	Wood Chipper	15.02.2024	15.02.2024		Attended
Service Delivery General Assistant	Lynher Training	£176.84	Wood Chipper	15.02.2024	15.02.2024		Attended
Service Delivery General Assistant	Corserv	£155.00	Chapter 8	26.02.2024			
Service Delivery General Assistant	Corserv	£155.00	Chapter 8	26.02.2024			
Service Delivery General Assistant	Lynher Training	£220.00	Wood Chipper	14.03.2024			
Service Delivery General Assistant	Lynher Training	£174.75	Abrasive Wheels (Refresher)	21.03.2024			
Service Delivery General Assistant	Lynher Training	£174.75	Abrasive Wheels (Refresher)	21.03.2024			
Service Delivery General Assistant	Lynher Training	£174.75	Abrasive Wheels	21.03.2024			
Service Delivery General Assistant	Lynher Training	£174.75	Abrasive Wheels	21.03.2024			
Service Delivery General Assistant	Hygiene 2 Health	£11	Basic Fire Safety Awareness	14.02.2024	Ongoing		
Service Delivery General Assistant	Hygiene 2 Health	£11	Basic Fire Safety Awareness	14.02.2024	Ongoing		
Service Delivery General Assistant	Hygiene 2 Health	£11	Basic Fire Safety Awareness	14.02.2024	Ongoing		
Service Delivery General Assistant	Hygiene 2 Health	£11	Basic Fire Safety Awareness	14.02.2024	Ongoing		
Service Delivery General Assistant	Hygiene 2 Health	£50	Fire Warden	12.06.2024			
Service Delivery Manager	Cornwall Council		Asbestos Awareness	05.12.2023	05.12.2023		Attended
Service Delivery Manager	ICCM	£140	Cemetery Management	19.12.2023	20.12.2023		Attended
Service Delivery Manager	Cornwall Council		Climate Literacy	17.01.2024	17.01.2024		Attended
Service Delivery Manager	Cornwall Council		Safeguarding	17.01.2024	17.01.2024		Attended
Service Delivery Manager	Cornwall Council		Health & Safety In The Workplace	17.01.2024	17.01.2024		Attended
Service Delivery Manager	HR Support Consultancy	£90	Employment Law for Line Manager	19.01.2024	19.01.2024		Attended
Service Delivery Manager	Corserv	£180.00	Brushcutter & Strimmer	30.01.2024	30.01.2024		Attended
Service Delivery Manager	HR Support Consultancy	£40	Appraisal Training for Line Managers	06.02.2024	06.02.2024		Attended
Service Delivery Manager	RoSPA	£300.00	Routine Visual Inspection	13.02.2024	13.02.2024		Attended
Service Delivery Manager	Corserv	£155.00	Chapter 8	26.02.2024			
Service Delivery Manager	Lynher Training	£174.75	Abrasive Wheels	21.03.2024			
Service Delivery Manager	Hygiene 2 Health	£50	Fire Warden	12.06.2024			
	TOTAL	£4,279					

Course Information and Booking Form

Course Type: Outdoor Play Area Inspection Training

Courses Available: Routine Visual Inspections
Operational Inspections

Course Venues: Brentwood, Essex
Exeter, Devon
Huntingdon, Cambridgeshire
Sittingbourne, Kent
Swindon, Wiltshire
Telford, Shropshire
York, North Yorkshire

Examinations

Available: RPII Level 1
RPII Level 2

Thank you for your interest in our courses.

Within this brochure you will find details of the courses that we offer on our premises around the United Kingdom. You will also find a booking form to enable you to make your booking.

There are two courses available, each of which is run at the locations listed above.

Examinations are an option on every course and should be indicated at the time of booking.

When completing the booking form please ensure that you provide all required information requested on both pages along with an Authorised Signature. An incomplete booking form cannot be processed.

Due to the practical aspects of this course and possible inclement weather please ensure you wear appropriate clothing and footwear. Climbing onto playground features and playground equipment may be necessary.

We look forward to welcoming you on one of our courses.

1. Routine Visual Inspection Course

This course is aimed at those who are responsible for the routine (daily/weekly) inspections. Such inspections are mainly visual and offer you the opportunity to check for issues arising from day-to-day wear and tear, weather and vandalism.

A RoSPA Certificate of Training will be given to all participants who complete the course.

The RPII examination can be undertaken on the same day (extra charges apply).

The course will cover:

- Child development
- The Importance of Play
- Accidents, their type, frequency and severity
- Legal, the appropriate Acts of Parliament and how they may affect the operator and directly the inspector.
- EN1176 Part 7 and other relevant sections of EN1176
- Documentation, reporting and importance of record keeping
- A logical and systematic approach to inspecting including risk assessment
- Inspection of approaches to playground including signs, traffic, road barriers etc.
- Inspection of the immediate playground surroundings, vegetation, fences, gates etc.
- Inspection of the active playground area within the fenced surround, seats, litter bins, vegetation, lighting, other furniture and non-play items
- Inspection of specific play equipment or play features including surfacing
- Common faults on popular items
- Practical site inspection

Timings (subject to change)

Start: 09.30

End 4.30

Please arrive at least 20 minutes before the start time.

Accommodation

Please note you are responsible for booking your own accommodation if required. Lunch is provided on the course along with tea and coffee. If the venue provides accommodation you may wish to contact them direct as you may be able to negotiate on the price although there is no guarantee of this.

Prices per person

Course Fee non-client

£335 plus VAT

Course Fee RoSPA Playsafety client

£300 plus VAT

RPII examination fee (Optional)

£120 No VAT

2. Operational Inspection Course

This course is aimed at those who are responsible for the operational (monthly/quarterly) inspections, and those in a supervisory or maintenance role. Such inspections are hands-on and involve checking of wear to components, the correct operation of equipment and may involve referral to manufacturers' instructions. A RoSPA Certificate of Training will be given to all participants who complete the course. **The RPII examination can be undertaken on the second day (extra charges apply).**

The course will cover:

- Child development
- The Importance of Play
- Accidents, their type, frequency and severity
- Legal, the appropriate Acts of Parliament and how they may affect the operator and directly the inspector.
- EN1176 Part 7 and other relevant sections of EN1176, including how managers can operate effective systems.
- Documentation, reporting and importance of record keeping including how to ensure an effective system of reporting.
- Incorporating information from routine and annual inspections
- A logical and systematic approach to inspecting including risk assessment
- Inspection of approaches to playground including signs, traffic, road barriers etc.
- Inspection of the immediate playground surroundings, vegetation, fences, gates etc.
- Inspection of the active playground area within the fenced surround, seats, litter bins, vegetation, lighting, other furniture and non-play items
- Inspection of specific play equipment or play features including surfacing, including in-depth examination of equipment
- Common faults on popular items
- Checking of maintenance and other playground actions taken
- Practical site inspection

Timings (subject to change)

Day 1: Start 09.30 End 4.30
Day 2: Start 09.00 End 4.30

Please arrive at least 20 minutes before the start time.

Accommodation

Please note you are responsible for booking your own accommodation if required. Lunch is provided on the course along with tea and coffee. If the venue provides accommodation you may wish to contact them direct as you may be able to negotiate on the price although there is no guarantee of this.

Prices per person

Course Fee non-client

£615 plus VAT

Course Fee RoSPA Playsafety client

£555 plus VAT

RPII examination fee (Optional)

£245 No VAT

A SEPARATE FORM MUST BE COMPLETED FOR EACH DELEGATE

Both pages 4 & 5 must be completed

ROUTINE COURSE (1 day)

Delegate First Name		Delegate Surname	
Organisation Name			
Organisation Address			
Telephone Number			
Administration Contact Email			
Invoice Address & Postcode			
Invoice Email			
Purchase Order No	PLEASE NOTE - Your PO should be addressed to Playsafety Ltd or RoSPA Play Safety NOT RoSPA Head Office Birmingham.	PO No:	
Authorised Signatory		Name	

I AGREE TO THE TERMS AND CONDITIONS. AN EXTRACT FROM THE TERMS AND CONDITIONS IS ON PAGE 8.

Full Terms & Conditions can be found on the RoSPA website at
<https://www.rospa.com/getattachment/1d45dcea-6c7c-4c9b-9567-317d9b6bc133/Terms-and-Conditions-231123.pdf?lang=en-US>

PLEASE NOTE: ALL CERTIFICATES & ID BADGES WILL BE SENT UPON RECEIPT OF INVOICE PAYMENT. CERTIFICATES WILL BE SENT TO THE CONTACT EMAIL PROVIDED ABOVE. RPII ID BADGES WILL BE SENT VIA POST TO THE ORGANISATION ADDRESS PROVIDED ABOVE

SPECIAL REQUIREMENTS: PLEASE EMAIL SEPARATELY WITH DETAILS

GO TO PAGE 5 TO MAKE YOUR VENUE, COURSE DATE & EXAMINATION SELECTIONS

CHOOSE YOUR 2024 ROUTINE COURSE:

- RoSPA Playsafety Client is an organisation who has had RoSPA Play Safety training in the last 3 years or has playground inspections carried out by our company
- Mark ✓ against your course choice.
- RPII Exam (optional) – **Delete YES/NO as appropriate. PLEASE NOTE THAT IF NO SELECTION IS MADE THE EXAMINATION WILL NOT BE BOOKED FOR YOU.**

Price Per Person: Client = £300 + VAT Non Client = £335 + VAT RPII Exam (optional) = £120 (No VAT)

		✓		✓		✓	<i>RPII EXAM</i>
Brentwood	30 January		3 September				Y / N
Exeter	13 February		25 June		15 October		Y / N
Huntingdon	5 March		24 September				Y / N
Sittingbourne	12 March		29 October				Y / N
Swindon	27 February		2 July		26 November		Y / N
Telford	5 March		16 July		12 November		Y / N
York	9 April		10 September		3 December		Y / N

A SEPARATE FORM MUST BE COMPLETED FOR EACH DELEGATE
Both pages 6 & 7 must be completed
OPERATIONAL COURSE (2 days with or without the RPII exam)

Delegate First Name		Delegate Surname	
Organisation Name			
Organisation Address			
Telephone Number			
Administration Contact Email			
Invoice Address & Postcode			
Invoice Email			
Purchase Order No	PLEASE NOTE - Your PO should be addressed to Playsafety Ltd or RoSPA Play Safety NOT RoSPA Head Office Birmingham.	PO No:	
Authorised Signatory		Name	
<p>I AGREE TO THE TERMS AND CONDITIONS. AN EXTRACT FROM THE TERMS AND CONDITIONS IS ON PAGE 8.</p> <p>Full Terms & Conditions can be found on the RoSPA website at https://www.rospace.com/getattachment/1d45dcea-6c7c-4c9b-9567-317d9b6bc133/Terms-and-Conditions-231123.pdf?lang=en-US</p>			
<p>PLEASE NOTE: ALL CERTIFICATES & ID BADGES WILL BE SENT UPON RECEIPT OF INVOICE PAYMENT. CERTIFICATES WILL BE SENT TO THE CONTACT EMAIL PROVIDED ABOVE. RPII ID BADGES WILL BE SENT VIA POST TO THE ORGANISATION ADDRESS PROVIDED ABOVE</p>			
<p>SPECIAL REQUIREMENTS: <u>PLEASE EMAIL SEPARATELY WITH DETAILS</u></p>			

GO TO PAGE 7 TO MAKE YOUR VENUE, COURSE DATE & EXAMINATION SELECTIONS

BOOKING FORM

CHOOSE YOUR 2024 OPERATIONAL COURSE:

- RoSPA Playsafety Client is an organisation who has had RoSPA Play Safety training in the last 3 years or has playground inspections carried out by our company
- Mark ✓ against your course choice.
- RPII Exam (optional) – **Delete YES/NO as appropriate. PLEASE NOTE THAT IF NO SELECTION IS MADE THE EXAMINATION WILL NOT BE BOOKED FOR YOU.**
- **RPII RENEWAL EXAM** – Please write the RPII Certificate Number & Expire Date in the box provided at the bottom of this page.

Price Per Person: Client = £555 + VAT Non Client = £615 + VAT RPII Exam (optional) = £245 (No VAT) (written & practical exam)

RPII Renewal Exam = £175 (No VAT) (practical exam only – no written exam)

		✓		✓		✓	RPII EXAM	RPII RENEWAL EXAM
Brentwood	31 Jan – 1 Feb		4 – 5 September				Y/N	Y/N
Exeter	14 – 15 February		26 – 27 June		16 – 17 October		Y/N	Y/N
Huntingdon	6 – 7 March		25 – 26 September				Y/N	Y/N
Sittingbourne	13 – 14 March		30 – 31 October				Y/N	Y/N
Swindon	28 – 29 February		3 – 4 July		27 – 28 November		Y/N	Y/N
Telford	6 – 7 March		17 – 18 July		13 – 14 November		Y/N	Y/N
York	10 – 11 April		11 – 12 September		4 – 5 December		Y/N	Y/N

RPII RENEWAL EXAM

Certificate Number: OP **Expire Date:**

Booking Form

TERMS, CONDITIONS AND CANCELLATION POLICY COURSE HELD AT OUR PREMISES

- **CANCELLATIONS:** These must be made VIA EMAIL and the following charges apply once a booking has been confirmed.

PLEASE NOTE OUR CANCELLATION FEES BELOW:

- **More than 6 weeks prior to the event**
25% of course fee plus £25 admin fee + VAT
- **3 - 6 weeks prior to the event**
50% of course fee plus £25 admin fee+ VAT
- **Less than 3 weeks or closer prior to the event**
100% of course fee + VAT
- **Non-Attendance on the day**
100% of the course fee
- **TRANSFERS ARE NOT PERMITTED.**
To change a booking from one course to another, the original booking is cancelled, and a new booking is to be made. Usual cancellation and booking fees apply.
- Delegate substitutions are accepted prior to the start of the course with no additional charge.
- We are unable to book accommodation for a client
- We invoice upon course completion.
- Electronic copies of the Attendance and RPII certificates will be sent by email upon receipt of payment of the invoice.
- We reserve the right to cancel or postpone courses if there is insufficient interest. In the event a course is cancelled you will be notified and we will refund any monies paid. We cannot be held responsible for any costs incurred due to a cancelled event.

PAYMENT DETAILS

We will invoice upon course completion. Please provide your purchase order number, if applicable, on the booking form.

If you are based outside the UK, you will be required to make payment in advance. Independent, non-public bodies based in mainland Scotland, the Scottish Islands, Northern Ireland and the Channel Islands may be required to pay for our services at the time of booking. If payment is due in advance the Company will let you know, and an invoice will be raised upon receipt of the booking form. Payment will be required before any confirmation of a booking can be issued.

Employer role training - Online

Tuesday 16 April 2024, 9:55 - 16:00

The course is based on the scheme rules for the LGPS in England and Wales. It is not suitable for employers of the LGPS in Scotland. The training will be run via teams.

Course overview:

- Brief overview of the LGPS
- Joining the LGPS
- CARE vs Final Pay
- Absences
- Additional Contributions
- All types of retirement
- Early leavers
- Other areas for consideration - including employer discretions, maximising tax-free cash and internal dispute resolution procedures.

For full details see the course programme.

Courses are limited to a maximum of 18 attendees to ensure everyone has sufficient opportunity to interact with the trainer and other attendees. For this reason, and for revenue protection, we ask that all attendees have their cameras turned on during the training.

Attendees will receive a PDF training manual for their own personal use.

Please note: only member councils are able to pay for our courses by invoice. All other organisations will need to pay by credit or debit card to secure a place.

Book Now



Who should attend:

These workshops are aimed primarily at staff working for scheme employers in England and Wales who have operational responsibilities under the Local Government Pension Scheme (LGPS). Delegates do not necessarily need a thorough working knowledge of the LGPS, but some experience of the scheme and its provisions would be useful.

Cost to attend:

LGA members

£250 + VAT

Non members:

£250 + VAT

18 Smith Square, Westminster, London SW1P 3HZ

Connect with us



To receive an update on staff end of year annual leave 2023-24 and consider any actions and associated expenditure

Admin, Finance and Service Delivery Staff have taken their allocated 2024-25 annual leave entitlement in accordance with the Town Council Employee Handbook.

Carrying Forward Annual Leave

We believe that it is mutually beneficial and leads to a better work-life balance for you to take all your annual holiday entitlement in the current leave year.

However, you may carry forward up to 5 days into the next holiday year providing you have taken at least four working weeks of holidays and have obtained the specific approval from your Manager. Where we agree, we will confirm our approval in writing and clarify how many days you may carry forward and the latest date by which they must be taken. If you don't take them by this date you forfeit what is left.

The above is for noting.

**End of Report
Town Clerk**

To review the Christmas and New Year shut down for the year 2024 and consider any actions and associated expenditure

The 2024 Christmas and New Year calendar as follows:

<u>Dates</u>	<u>Bank Holidays / Working Days</u>	<u>Annual & Other Leave Dates</u>
Tuesday 24.12.24	Christmas Eve (Working Day)	'Saltash Day' half/full day to be considered (agenda item 12)
Wednesday 25.12.24	Christmas Day (Bank Holiday)	Friday 27.12.24 (1 day)
Thursday 26.12.24	Boxing Day (Bank Holiday)	Monday 30.12.24 (1 day)
Wednesday 01.01.25	New Years Day (Bank Holiday)	Tuesday 31.12.24 (1 day)
Thursday 02.01.25	Return to the office	N/A

The Employee Handbook confirms:

Christmas Closure

You must keep some of your annual holiday entitlement to be taken during the Christmas/New Year closure period. The precise number of days and the dates on which they are to be taken will be confirmed annually, normally at the beginning of each holiday year.

Members are asked to consider recommending the Christmas shut down period for the year 2024 to Full Council to allow staff to allocate X number of annual leave days accordingly.

**End of Report
Town Clerk**

To review the 'Saltash Day' for the year 2024 and consider any actions and associated expenditure

Over the years staff have appreciated the 'Saltash Day' at Christmas time due to keeping some of their annual leave entitlement aside for the Christmas shut down period. In the past staff have taken up to 4 days annual leave.

Contract of Employment states:

Other Leave

'Saltash Day' – This is a discretionary day recommended by the Personnel Committee to Full Council and may be awarded on a specific date.

Members are asked to consider awarding a 'Saltash Day' for the Christmas period in line with agenda item 11 and recommending to Full Council.

**End of Report
Town Clerk**

To receive a report on BrightPay Software and consider any actions and associated expenditure

The Finance Officer is due to takeover Saltash Town Council payroll from Rosevale Accountants as at 1st April 2024.

In order to do so, Saltash Town Council needs to invest in a licence for the BrightPay software. This software runs the monthly and year-end payroll for Saltash Town Council.

Cost details as follows:

Annual licence for BrightPay 2024/2025	£289.00 + VAT.
*BrightPay Connect Monthly Subscription	£0.65 + VAT per employee per month
BrightPay Connect Approx Annual Cost	£230 + VAT

*Connects to BrightPay and provides logins for all staff to access payslips, P60's, P45's etc.

BrightPay connects well with BrightHR, the annual leave and sickness absence system.

Budget Availability 2024-25:

Budget Code: 6305 Finance Software

Budget: £6,560

**End of Report
Finance Officer**

To review team compliments and consider any actions and associated expenditure

Below are examples of team compliments received relating to a service provided:

Compliment One

Saltash Town Council Web Site enquiry

ref : 2124533646

message : I would like to say a huge THANK YOU to Ian and the Service Team, who have cut back a hedge near my home and cleared all the public steps so thoroughly. The work had been noticed when Sheila Lennox-Boyd had been on an Estate Inspection Walk with Ian. I have seen the Team here on two occasions, and both times, every member has been polite, helpful, friendly, eager and hard working. Some brambles had become very overgrown and been an eyesore for some time, and the Team used the tractor to cut them down. I was impressed that Ian said they will come back again to tidy up the area by hand. The public steps look safe again and many people have commented what a good job has been done. Thank you to Sheila, Ian and everyone in the Team who have been involved in organising and conducting this work, which has improved safety and the appearance of this whole area. Thanks again.

Compliment Two

Good morning Saltash Team

We laid my mum in law to rest in our son [REDACTED] grave on Thursday this week All the arrangements were dealt with through Coop funeral care, on the day your grounds team were there when we arrived, my email to you is to say thanks to your grounds team at Churchtown Cemetery, the grounds always look immaculate and no matter which person we see at the Cemetery, they are all so friendly, helpful and very respectful.

It has been a tough year having buried our son [REDACTED] in June and then interring [REDACTED] ashes yesterday, but I cannot say thank you enough for all the people, grounds crew and the administration people, in the way the cemetery is kept and the friendliness and helpful attitude everyone has shown us I hope our praise will be shared with all the teams that deal with Churchtown Cemetery.

Thanks and kind regards

End of Report

Town Clerk

To review Rosevale Accountants Payroll Services and consider any actions and associated expenditure

Rosevale Accountants were appointed to undertake the Town Council payroll to assist the Finance Officer with their initial finance training.

The Personnel Committee agreed to:

39/23/24 TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to continue with the temporary appointment of Rosevale Accountants to outsource processing payroll and to further review at the Personnel Committee meeting to be held on 29th February 2024 at a cost of £8.50 + VAT per employee per month.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to vire £1,034 from Staff Contingency to 6305 Finance Software to cover the above associated cost.

The Finance Officer is responsible within the role to manage and oversee the calculation of salary payments to Town Council employees, including calculation of various deductions, pay increases, arrears of pay etc and the processing of data for computer input and payment.

A takeover plan is in place, ready for the Finance Officer to undertake the Town Council payroll liabilities from 1st April 2024. Notice has been given to Rosevale Accountants to terminate their payroll service from 31st March 2024.

This update is for noting.

End of Report
Town Clerk/RFO

PLEASE NOTE THE AMENDMENTS IN RED FROM P&F TO FTC Protocol for Member Officer Relations

RESPONSIBLE COMMITTEE: PERSONNEL

Current Document Status			
Version	2023 v2	Approved by	FTC
Date	09/2023	Date	05.10.2023
Responsible Officer	AJT	Minute no.	195/23/24a
Next review date	Annual or as required		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
03/2012	1	AK	FTC 05.04.2012	09/12/13	Adopted (Rec from Staffing Cttee 20.03.2012)
09/2019	2	AJT	Personnel 24.09.2019	38/19/20d	Updated reflecting new line management structure
04/2021	2/2021	AJT	ATM 20.05.2021	46/21/22a(vi)	Reviewed for reapproval – new Town Council
05/2022	2/2022	AJT	ATM 05.05.2022	54/22/23a(vi)	Readopted
07/2022	3/2022	AJT	FTC 04.08.2022	151/22/23d	Review & redraft of policy/protocol. Approved.
05/2023	2023	AJT	ATM 04.05.2023	65/23/24a(vi)	Readopted
08/2023	2023 v2	AJT	P&F 12.09.2023	72/23/24b	10.1 amended Rec to FTC
09/2023	2023 v2	AJT	FTC 05.10.2023	195/23/24a	Approved
02.2024	2024 DRAFT	HR	P&F 27.02.2024		For reapproval (recommendation to ATM)

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 Town 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 Town Council.

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

Both Members of the Town 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 Town Council. They give advice to the Members and the Town Council and carry out the Town Council's work under the direction of the Town 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 Town 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.

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.

- Respect for others – promoting equality; avoiding discrimination; respecting others (Member/Member as well as Member/Officer, **Officer/Member** and Officer/Officer) and not denigrating their work in public or making unsubstantiated allegations against any individual connected with the Town Council.
- Duty to uphold the law – not acting unlawfully.
- Stewardship – ensuring the prudent use of the Town 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 Town Council policy and provide community leadership;
- To monitor and review Town Council performance in delivering services;
- To represent the Town Council externally; and
- To act as advocates for their constituents.
- **In addition, all Members of the Town Council should be aware of and adhere to their responsibilities as Corporate Employers.** When Members join, the Town Council guidance is provided and Members of the Personnel Committee are required to undertake additional training.² All Members are advised to undertake HR employment law training as the Corporate Employer³

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

3.2. Chairman and Vice Chairman of Committees

It is clearly important that there should be a close working relationship between Chairman and Vice-Chairman 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.

² NALC Being a Good Employer, **six monthly HRSC Employment Law Training**

³ **12 monthly HRSC Employment Law Training.**

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 Town Council as a whole;
- Officers are impartial;
- Officers are responsible for operational delivery of all of the Town Council's functions including support to all Town Council Committees;
- Day to day managerial and operational decisions remain the responsibility of the Town Clerk and Line Managers **working within set budgets and Town Council policies and procedures.**

Day to day managerial and operational decisions remain the responsibility of the Town Clerk and Line Managers **working within Town Council set budgets, policies, procedures and Statutory and legal obligations.**

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 partnership⁴;
- That Officers understand and support respective roles, workloads and pressures;
- Respond to enquiries and complaints in accordance with the Town 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 Town Council's agreed procedures;
- That Officers will not use their contact with Members to advance their personal interests or to influence decisions improperly;

⁴ Members may find the following publication helpful: LGA Effective Member Officer Relations

- That Officers at all times will comply with relevant policies and procedures;
- If representing the Town 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;
- 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 Town Council's adopted Code of Conduct, policies and procedures.

5. Meetings

The interaction between Members and Officers at meetings of the Town 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 Town Council. Where an Officer is discharging their responsibilities under any statutory office a Member/Members shall not:

- Improperly interfere with or obstruct the Officer in exercising those responsibilities;
- Victimise 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 Town 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 Town Council. This can range from a request for general information about some aspect of the Town 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 Town Council documents, these are covered partly by statute and partly by the common law.
- 6.3. Members have a statutory right to inspect any Town Council document that contains material relating to any business which is to be transacted at a Town 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 Town 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 Town 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 Town 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 have the necessary "need to know". In this respect a Member has no right to "a roving commission" to go and examine documents of the Town 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 "Town Council document" is very broad and includes, for example, any document produced with Town 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 Town 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 Town 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 Town 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 Town Council or a Committee Chairman. Correspondence which, for example, creates legal obligations or gives instruction on behalf of the Town 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 Town 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 Town Council resources

The Code of Conduct states that a Member must, when using or authorising the use of the resources of the Town Council, act in accordance with the Town Council's requirements. Support from Officers can only lawfully be provided where this is to

assist the Member in discharging their role on Town 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 Town Council is governed by the policies and procedures adopted by the Town Council, including the IT Acceptable Use Policy.

General guidelines

- 9.1. 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. It is unlawful for Members to instruct members of staff. All requests for tasks to be undertaken must be submitted through the Line Managers.
- 9.2. Equally, Officers should only contact Members by telephone or email where necessary and should avoid circulating superfluous information.
- 9.3. 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.
- 9.4. Close personal relationships between Members and Officers can confuse their separate roles and get in the way of the proper conduct of Town Council business, not least by creating a perception that a particular Member or Officer is getting preferential treatment.

10. 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 Town Council will maintain and regularly review separate disciplinary and grievance procedures and ensure they comply with good practice.

The Chairman of the Town Council should not attempt to deal with grievances or work related performance or line management issues. The Town 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 Town 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 ~~including the Town Clerk should refer to the Town Council Complaints Procedure.~~

~~raise the matter with the Town 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 Town 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 Town 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 Town 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 Town Council:

NALC Being a Good Employer

Local Government Association Town Councillor Workbook: Effective Member and Officer Relations

DRAFT Job Description

Position Title	Development and Engagement Manager
Location	Saltash Town Council – The Guildhall
Reporting to	Town Clerk / Responsible Finance Officer
Hours	Full Time - 37 per week variable but generally 9am to 5pm Monday to Friday, subject to your attendance at evening meetings, civic events and projects as required
NJC Grade	29 – 32 dependent on skills and experience

Job purpose:

To collaborate with the Town Clerk/RFO on the day to day operations of Town Council projects and funding opportunities working within the business plan to meet the strategic priorities of the Council.

The role will primarily be to source funding opportunities and preparing applications to a range of funders in order to secure financial support for a variety of projects.

To prepare and submit well written applications based on information provided by the Town Councillors, staff, as well as key stakeholders.

In liaison with the Town Clerk/RFO advise the Town Council of relevant funding opportunities and projects.

The Development and Engagement Manager will be a member of the Senior Management Team and will cover some duties of the Town Clerk and represent them when absent from the office.

Key Responsibilities:

1. To deliver and lead partnerships and funding strategy in line with the business plan goals.
2. To develop and deliver an annual community engagement and fundraising activity plan for the Council reporting to the Town Vision Sub Committee.
3. Proactively grow, develop and manage Town Council funding opportunities and projects for the betterment of Saltash.
4. To gather evidence to complete pre-qualification funding questionnaire to develop into funding applications.
5. To be responsible for researching and preparing documents which are designed to receive project funding for the Council.
6. To identify ways in which the Town Council can further strengthen its relationships with the community, key stakeholders and external contractors.

7. To oversee funding awarded against expenditure up to the end of the project agreement working closely with the Responsible Finance Officer (RFO) and Finance Officer.
8. To review and comply with all Grant Funding Agreements working closely with the Town Clerk/RFO.
9. To monitor the delivery of all work programmes reporting on a regular basis to the Town Clerk/RFO and where appropriate the Council and key stakeholders.
10. To provide comprehensive reports (including financial) at the initial stage of any funding opportunity, through to completion of a project reporting directly to the Town Clerk/RFO, key stakeholders and the Town Council.
11. To attend relevant Town Council meetings as directed by the Town Clerk.
12. To identify areas where best practice, income generation and cost saving initiatives can be implemented.
13. To ensure the Town Clerk is up to date with partnership and funding progress and involved where appropriate in attending meetings and events.
14. To manage the production of consultation projects working with the Communications and Engagement Officer to deliver and present results.
15. To obtain quotes for goods and services working within the Town Council procurement process for projects.
16. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
17. To actively contribute towards the overall organisational strategy to embed a funding culture across the Council.
18. To ensure that all funded processes are compliant with GDPR and Funding Regulator requirements and consistently refresh your knowledge in relation to this.
19. To operate in accordance with the diverse needs of the community to ensure equal access to service.
20. To be an advocate for the Town Council business plan.
21. To attend the senior management meetings, contributing towards the shared goal of achieving organisational excellence.
22. Contribute to the business plan for both the implementation of the current business plan and the devising of the new business plan in the future.
23. To play an active role as a line manager in role modelling the behaviours and core values of the Council.

24. To line manage the Communications and Engagement Officer providing inspiring leadership, guidance and mentoring support including setting quarterly and annual objectives, carrying out 1:1s as required and completing annual performance review.
25. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
26. To provide cover for staff (where trained to do so) when required and directed by the Town Clerk/RFO.
27. To work in accordance with the Town Council's policies and procedures.
28. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
29. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
30. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

DRAFT Person specification: Development and Engagement Manager

Attribute	Essential	Desirable
Qualification and Training	<p>Relevant degree/professional qualification in bid writing, marketing and/or promotion</p> <p>Minimum English Language A Level or equivalent</p> <p>Up to date knowledge of funding opportunities and practice</p> <p>Management or supervisory skills training or equivalent</p>	<p>IT qualifications – such as European Computer Driving Licence (ECDL)</p> <p>Relevant qualification in website content management</p> <p>A relevant professional qualification, or experience at a senior level in local government</p>
Management of people	Line management experience	
Experience	<p>Administration experience at a senior level</p> <p>Knowledge of general office practices and procedures</p> <p>Project management for events and consultation sessions</p> <p>In community development and engagement, or a similar role</p> <p>Developing and implementing engagement strategies over 3 years' in a similar role</p> <p>Running successful engagement events ideally in a community setting</p>	<p>Experience being responsible for Human Resources and staff training</p> <p>Financial management experience including budget management</p>

<p>Behaviours and characteristics</p>	<p>Dynamic and adaptable approach</p> <p>Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach</p> <p>Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment</p> <p>Excellent time management</p> <p>A 'service driven' and 'can do' attitude</p> <p>Ability to identify strategic aims, anticipate future demands, opportunities and constraints</p> <p>Ability to refer to facts, gather and use factual data to logically support a proposal or change initiative</p>	
<p>Practical Skills</p>	<p>Proven track record of funding bid writing and managing of grant funding agreements/awards</p> <p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community, key stakeholders and the Town Council</p> <p>Great team worker with the ability to work collaboratively and flexibly</p>	<p>Ability to understand budgets</p> <p>Ability to understand the legal framework in which the Town Council operates</p>

	<p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to meet targets and deadlines</p>	
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Good networking skills are essential</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	<p>Ability to liaise with the press and/or other media in accordance with Town Council policies</p>
Personal Qualities	<p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	

Strategic Thinking	Ability to think, plan and work strategically and methodically	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of Office packages including Word, Excel, Outlook, SharePoint, and database software</p>	Previous experience using finance, HR and administration systems
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Other relevant factors	<p>Ability to attend Town Council meetings which would require working out of normal office hours (evenings)</p> <p>To attend Town Council civic events and projects as required</p>	Driving licence and vehicle

DRAFT Job Description

Position Title	Communications and Engagement Officer
Location	Saltash Town Council – The Guildhall
Reporting to	Development and Engagement Manager
Hours	Part Time - 25 per week variable but generally 9am to 2pm Monday to Friday, subject to your attendance at evening meetings, civic events and projects as required directed by the Development and Engagement Manager
NJC Grade	13 - 17 dependent on skills and experience

Job purpose:

To collaborate with the Development and Engagement Manager on the day to day operations of Town Council events, projects and funding opportunities to ensure effective communication is delivered.

Key Responsibilities:

1. To market and promote activities and functions in which the Town Council is involved generally and all Town Council owned facilities, in conjunction with other staff where relevant.
2. To market and promote events and promotions in which the Town Council may wish to engage.
3. To participate in the organisation and project management of events and functions as directed/requested with other staff where relevant.
4. To promote Town Council services by way of a press release, social media post, website and other forms of good communication, in conjunction with other staff where relevant.
5. Liaising with the Development and Engagement Manager (and any other relevant member of staff) in order to facilitate the production of a regular Town Council newsletter.
6. To design marketing and promotional material to a high standard working within the Town Council Style Guide.
7. To ensure the Town Council's social media accounts are maintained, monitored and regularly updated in conjunction with other staff where relevant.
8. To be responsible for the Town Council's social media account working with the Receptionist for support.

9. To provide Line Managers social media and website stats for reporting at relevant Town Council meetings.
10. To send the Chairman's column (as provided by the Town Clerk or the Assistant Town Clerk) to the local press on a monthly basis.
11. To facilitate and adhere to the Town Council's Communication Strategy and Social Media Policy.
12. To be an advocate for the Town Council business plan and form part of the team in assisting the Town Council to meet the objectives.
13. Contribute to the design and effective communication of the business plan for both the implementation of the current business plan and the devising of the new business plan in the future.
14. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
15. To operate in accordance with the diverse needs of the community to ensure equal access to service.
16. To provide cover for staff (where trained to do so) when required and directed by the Development and Engagement Manager.
17. To work in accordance with all Town Council's policies and procedures.
18. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.
19. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
20. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

DRAFT Person specification: Communications and Engagement Officer

Attribute	Essential	Desirable
Qualifications	Minimum English Language and/or social media/design in A Level or equivalent	<p>Relevant degree/professional qualification in marketing and/or promotion</p> <p>IT qualifications – such as European Computer Driving Licence (ECDL)</p> <p>Relevant qualification in website content management</p>
Experience	<p>Experience in marketing and promotions</p> <p>Knowledge of general office practices and procedures</p> <p>Running successful engagement events ideally in a community setting</p>	Project management
Behaviours and characteristics	<p>Dynamic and adaptable approach</p> <p>Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach</p> <p>Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment</p> <p>Excellent time management</p> <p>A 'service driven' and 'can do' attitude</p>	

Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Good networking skills are essential</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	<p>Ability to liaise with the press and/or other media in accordance with Town Council policies</p>
Personal Qualities	<p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	
Strategic Thinking	<p>Ability to think, plan and work strategically and methodically</p>	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p>	

	Professional knowledge of Office packages including Word, Excel, Outlook, SharePoint, database and creative software packages	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Other relevant factors	Ability to attend Town Council meetings, civic events and projects as required	Driving licence and vehicle