

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 20th June 2024 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin, S Miller, J Peggs and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk / RFO)

APOLOGIES: None.

14/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Foster to nominate Councillor Martin.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Martin as Chairman.

Councillor Martin in the Chair.

15/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Stoyel to nominate Councillor Peggs.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Peggs as Vice Chairman.

16/24/25 **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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Foster	14	Non-Pecuniary	Interested in being the Town Crier	Yes

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

17/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 12 APRIL 2024 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 Miller and **RESOLVED** that the minutes of the Extraordinary Personnel Committee Meeting held on 12 April 2024 were confirmed as a true and correct record.

18/24/25 **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk explained that the budget statement format had been amended to offer clarity and simplicity and that the staff training, salaries and contingency budget codes have now been transferred to the Personnel Committee budget statement.

It was **RESOLVED** to note.

19/24/25 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

20/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

21/24/25 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS PAYROLL SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that Saltash Town Council's payroll will be undertaken in-house at the end of June and Rosevale Accountants appointment will be terminated as agreed.

It was **RESOLVED** to note.

22/24/25 TO REVIEW THE CHRISTMAS PAYROLL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve a change in date for December's payroll from 27 December to 20 December 2024 due to the Christmas shutdown.

23/24/25 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

It was **RESOLVED** to note.

b. Training Requests;

Nothing to report.

24/24/25

TO REVIEW UPDATES TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Protocol for Member Officer Relations;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to approve and adopt the Protocol for Member Officer Relations Policy (as attached).

Councillor Foster left the meeting.

b. Recruitment and Selection;

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to approve and adopt the Recruitment and Selection Policy (as attached).

Councillor Foster returned to the meeting.

c. Employee Dress Code.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to approve and adopt the amendments to the existing Employee Dress Code Policy (as attached).

25/24/25

TO RECEIVE AN UPDATE ON THE TOWN COUNCIL RECRUITMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Office Manager / Assistant to the Town Clerk;

The Town Clerk informed Members of the lack of candidates received from the agency that meet the criteria. The Town Clerk is to review other agencies.

It was **RESOLVED** to note.

b. Development and Engagement Manager;

The Town Clerk informed Members that the applications received did not meet the criteria of the role.

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

1. Delegate to the Town Clerk to advertise the role with CALC (free of charge), Town Council notice boards, website and social media and on Indeed for a period of two weeks;
2. Delegate spend to the Town Clerk up to a maximum of £500 to advertise on Indeed allocated to budget code 6701 EMF Staff Recruitment.

c. Communications and Engagement Officer.

The Town Clerk informed Members interviews are due to take place on 12 July.

It was **RESOLVED** to note.

Councillor Foster declared an interest in the next agenda item and left the meeting.

26/24/25 **TO REVIEW THE APPOINTMENT OF A TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to appoint Councillor Foster to represent the Town Council as the Town Crier as required with no remuneration.

Councillor Foster was invited and returned to the meeting.

27/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

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

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

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

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

Members noted the Chairman's statement.

28/24/25 **TO RECEIVE AND APPROVE PRIVATE AND CONFIDENTIAL MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 12 APRIL 2024 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to make an amendment to the private and confidential minutes of the Extraordinary Personnel Committee Meeting held on 12 April 2024.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** that the private and confidential minutes of the Extraordinary Personnel Committee Meeting held on 12 April 2024 were confirmed as a true and correct record.

29/24/25 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

30/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

31/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

32/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 31 October 2024 at 6.30 pm

Rising at: 7.40 pm

Signed: _____
Chairman

Dated: _____

Policy Group: Employees

Protocol for Member Officer Relations DRAFT

RESPONSIBLE COMMITTEE: PERSONNEL

Current Document Status			
Version	2024	Approved by	FTC
Date	07.03.2024	Responsible Officer	AJT
Minute no.	367/23/24c	Next review date	Annual or as required

Version History					
Date	Version	Author/e ditor	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	156/23/24a(6)	For reapproval. (recommendation to FTC 07.03.2024)
02.2024	2024 DRAFT	See minutes	Personnel 29.02.2024	90/23/24	Review by committee. Rec to 27.06.2024 meeting
03.2024	2024 DRAFT	HR	FTC 07.03.2024	367/23/24c	Recommend to ATM
04.2024	2024 DRAFT	See minutes	Personnel 12.04.2024		Amendments for review

Document Retention Period

Until superseded

Protocol for **Councillor Member/Officer Relations**

1. Introduction

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

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

Both ~~Members of the Town Council Councillors~~ and Officers serve the public and are essential to one another but their responsibilities and roles are distinct. **Members Councillors** 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 Councillors** 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 Councillors** receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from **Members Councillors**.

2. Principles underlying the protocol

The provisions of this protocol seeks to reflect the principles underlying the **Members Councillors'** 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.

We base our protocol on the Nolan Principles ([The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)) of holding public office which include:

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.

Principles:

- Selflessness—~~serving only the public interest.~~
- Integrity ~~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.~~
- Honesty
- Leadership

In addition to the Nolan Principles:

- Personal judgement – reaching one’s own conclusions and acting accordingly.
- ~~Respect for others— promoting equality; avoiding discrimination; respecting others (Member/Member as well as Member/Officer, Officer/Member and Officer/Officer) and not denigrating their work in public or making unsubstantiated allegations against any individual connected with the Town Council.~~
- Respecting the work of Councillors and Officers within their individual remits of serving the town with the reputation of the Town Council at heart.
- 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~~ Councillors

3.1.1. ~~Members~~ Councillors 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~~ Councillors should be aware of and adhere to their responsibilities as Corporate Employers.** When ~~Members~~ Councillors join, the Town Council guidance is provided and Members of the Personnel Committee are required to undertake additional training.² All ~~Members~~ Councillors are advised to undertake HR employment law training as the Corporate Employer³

3.1.2. All ~~Members~~ Councillors 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~~ Councillors. 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 Councillors**:

- 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 Councillors** can expect:

- A commitment from Officers to the Town Council as a whole, not to any individual **Member Councillor** or group of **Members Councillors**;
- 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;

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

- 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 Councillors** to advance their personal interests or to influence decisions improperly;
- That Officers at all times will comply with relevant policies and procedures;
- If representing the 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 Councillors**:

- 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 Councillors** 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 Councillors** 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 Councillors** 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/Member Councillor/Councillors** 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 Councillors 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 Councillors** and Officers do not have an automatic right of attendance.

6. **Members Councillors'** Access to information and Town Council documents

- 6.1. **Members Councillors** 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 Councillors 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 Councillors** to inspect Town Council documents, these are covered partly by statute and partly by the common law.

- 6.3. **Members Councillors** 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 Councillors** is much broader and is based on the principle that any **Members Councillors** 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 Councillor’s** ability to demonstrate that they have the necessary “~~need to know~~” ‘~~need to know~~’. In this respect a Member has no right to “~~a roving commission~~” ‘~~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 Councillor~~ wishing to inspect documents relating to the functions of that Committee) a Councillor’s “~~need to know~~” ‘~~need to know~~’ will normally be presumed. In other circumstances (e.g. a **Member Councillor** wishing to inspect documents which contain personal information about third parties) a **Member Councillor** will normally be expected to justify the request in specific terms.

6.7 Whilst the term “Town Council document” ‘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 Councillor of one party group will not have a “need to know” ‘need to know’, and therefore a right to inspect, a document which forms part of the internal workings of another party group.

- 6.7. Finally, any Town Council information provided to a **Member Councillor** must only be used by the **Member Councillor** for the purpose for which it was provided i.e. in connection with the proper performance of the **Member’s Councillor’s** duties as a member of the Town Council.
- 6.8. The Code of Conduct states that a **Member Councillor** 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.
- 6.9. For completeness, **Members Councillors** 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 Councillor** and an Officer should not normally be copied by the Officer (or the **Member Councillor**) to any other **Member Councillor**. Where it is necessary to copy the correspondence to another **Member Councillor**, this should be done in a transparent manner with the original **Member Councillor** clearly informed. The system of silent copies (bcc) should not be used. **Members Councillors** 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 Councillor**. 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 Councillor**.

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

- 8.1. **Members Councillors** 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 Councillor** 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 Councillor** 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 Councillors 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 Councillors** 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 Councillors** 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 Councillors** 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 Councillors** 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 Councillor** or Officer is getting preferential treatment.

10. If things go wrong

From time to time the relationship between **Members Councillors** 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 Councillors 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.~~

Councillors and Officers should never personally criticise or undermine respect for the other in any public, external or internal forum such as 'round robin' email

exchange. This damages working relationships and has an adverse impact on the public perception and reputation of the Town Council. Whilst Councillors 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 in the meeting or after. Officers have no means of responding to such criticism either in a public meeting or via email – we must be vigilant to safeguard the welfare of our Officers.

Procedure for ~~Members~~ Councillors:

A ~~Member~~ Councillor 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~~ Councillors should at all times:

- ~~Ensure a professional working relationship~~ Avoid-avoiding personal attacks on, or abuse of ~~the any~~ 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'~~ Councillors' 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 ~~Member Councillors of the Town Council~~:

NALC Being a Good Employer

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

DRAFT

Recruitment and Selection Policy **DRAFT**

RESPONSIBLE COMMITTEE: PERSONNEL

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

Current Document Status			
Version	2024/25	Approved by	FTC
Date	07.03.2024	Responsible Officer	AJT
Minute no.	367/24/25c	Next review date	Annual or as required by legislation

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
08/2021	1	AJT/SB	FTC 04.11.2021	264/21/22	Replacement policy for Recruitment Policy.
05/2022	1/2022	AJT	ATM 05.05.2022	54/22/23a(v)	Readopted (Note GDPR is now UKGDPR)
07/2022	2/2022	AJT/SB	FTC 04.08.2022	151/22/23(d)	Amended.
05/2023	1/2023	AJT	ATM 04.05.2023	65/23/24a(viii)	Readopted.
02.2024	2024 DRAFT	HR	P&F 27.02.2024	156/23/24a(8)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	HR	FTC 07.03.2024	367/24/25c	Recommendation from P&F. Approved.
04.2024	2024 DRAFT	AJT	Personnel 27.06.2024		Amendment – advertising pages; staff references

Document Retention Period

Until superseded

DRAFT

Recruitment and Selection Policy

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

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

Other relevant policies:

- Disability Employment Policy
- Equality and Diversity Policy

Our approach to Recruitment

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

Internal promotion will be considered by the Personnel Committee.

Types of employment

'Employees' work under a contract of employment.

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

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

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

Fixed term contract: A fixed term employee has the right not to be treated less favourably than a comparable permanent employee. (Fixed Term Employees

(Prevention of Less Favourable Treatment Regulations 2002) A fixed term contract may be used for employees to work for a specified length of time or to work on a set project.

Recruitment Pack

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

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

Advertising

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

All applications must be made using the provided application form.

1. Internal advertising

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

2. External advertising

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

In addition, the vacancies may be posted on Indeed, CV Library, [Plymouth City Council recruitment web page](#), CALC, ~~Gum Tree (free of charge)~~. Other

paid advertising (including local newspapers) and any other online recruitment site where appropriate to the role and advised by the Town Council's HR Consultant with the authorisation of the Town Clerk and Chairman and or Vice Chairman of the Personnel Committee.

Note:

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

3. Use of employment agencies

When it is agreed to appoint Casual, Temporary and Agency posts to ensure business continuity without disruption recruitment is delegated to the Line Manager liaising with the Town Clerk and Chairman and or Vice Chairman of the Personnel Committee, ratified at the next available Personnel Committee Meeting.

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

Selection and Assessment

1. Application period

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

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

The designated Officer will ensure the personal details are separated from the application form.

Where more than 10 applications are received the Officer will assess candidates against the job criteria and employee specification. All candidates who meet the essential criteria will be put forward to the shortlisting panel. Additional candidates may be considered if they have other skills/experience which may be beneficial to the role.

Where there are less than 10 applications received, the Officer will prepare the applications to share with the Line Manager, Chairman of Personnel and the Chairman of the employee committee (or Vice Chairman in their absence) to consider for interview.

2. Shortlisting

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

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

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

Shortlisted candidates for interview are to be determined by the highest total score. The number of interviewees is to be agreed by the shortlisting panel.

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

3. Interview

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

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

For the employer, the interview is an opportunity to:

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

For the candidate, the interview is an opportunity to:

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

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

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

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

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

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

Appointment

1. The Interview Panel

1.1. The interview panel must reach all decisions by a majority of panel members.

1.2. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.

1.3. If the panel agrees that there is at least one candidate of appointable quality, it will then agree:

1.1.1. The first choice candidate.

1.1.2. The order of preference for any other candidates of appointable quality.

2. The Line Manager

2.1. The Line Manager will contact the first choice candidate by telephone and make the offer of employment subject to the required eligibility checks, confirmation of qualifications, receipt of satisfactory references and, where appropriate, Disclosure and Barring Service (DBS) checks. This will be followed up by a letter of appointment and written terms of employment.

2.2. Where the offer of the post is declined, the Line Manager will offer the post to the next appointable candidate (in the order of preference of the interview panel).

2.3. The Line Manager will notify all unsuccessful candidates once the post has been filled.

2.4. The Line Manager will inform Councillors and Officers by email when a candidate accepts an offer of employment and a start date is confirmed, adhering to UK GDPR.

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

HR Support Consultancy (HRSC)

Will undertake the necessary checks and work up the HR documents within the time laid down in law liaising with the Town Clerk.

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

Post Appointment

1. All appointments are reported back to the Personnel Committee, in turn the draft minutes are received at Full Council.
2. The Line Manager shall ensure that all necessary documentation is completed, including the contract of employment within the time laid down in law (liaising with the Town Clerk and or HRSC).
3. The Town Council operates in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations. All applicants will be provided with a Privacy Notice during the recruitment process, and copies of application forms will only be retained with the permission of the applicant (UK GDPR) – Assistant Town Clerk to ensure compliance.
4. Where a post becomes vacant within six months of the successful applicant taking up post, the Town Council may agree to appoint the next available candidate of appointable quality without need for a further process.

Staff References

Where a reference is requested for staff leaving the employment of Saltash Town Council the policy is to provide the following basic reference details:

- Employment dates
- Job title
- Summary of job duties.

Dress Code

Employees should observe a standard of personal appearance which is appropriate to the nature of the work they are undertaking, and portrays a professional approach which the public will have confidence in.

Where Saltash Town Council clothing is provided, these must be worn at all times whilst at work and laundered on a regular basis and in a reasonable state of repair.

Where Saltash Town Council clothing is not provided, the employee should wear clothes appropriate to their job responsibilities and they should be kept clean and tidy at all times.

The following points should be adhered to by **all** employees:

Footwear: For everyone's own safety, footwear should be strong, closed in, comfortable and must enable the employee to move and walk safely, whilst at work. However, open toed sandals with a back strap may be worn at your own risk.

If the employee is issued with footwear as PPE, the employee should wear these at all times. Failure to do so could result in disciplinary action.

Uniform: In addition to all of the above, the Town Council will provide the following employees with Town Council uniform:-

- Service Delivery Managers/Assistants
- Caretakers
- Cleaners

Jewellery: Should be discrete and not excessive in size or quantity. This is important for Health and Safety reasons.

Perfume: Employees must not wear strong perfume or aftershave.

All office/library employees to wear smart trousers or skirt and a smart shirt/blouse/top or a dress, which covers the shoulders. ~~and tops of arms~~. Smart, long shorts may be permitted in warm weather. Smart shoes to be worn as described in the footwear section above.

Casual shorts, trainers, T-shirts, jeans, leggings, summer vests, flip flops, beach wear and similar are **not** permitted.

~~As we are public facing, people's sensitivities must be taken into account. As such, we respectfully ask that visible tattoos and piercings are appropriate to the workplace and kept covered where possible.~~

We generally accept tattoos and piercings in the workplace if they are offensive, unprofessional or distracting we ask that you cover them up.

Similarly, you should not wear badges, clothing or jewellery featuring images, insignia, messages or slogans that may cause offence.

We expect you to use common sense with your clothing. However, if you are unsure whether a particular item of clothing is acceptable, please check with your manager before you wear it. If we feel that something you wear is inappropriate, we may ask you to return home to change. In such circumstances, the cost of returning home is your responsibility and we will expect you to make up any time lost.

Identity Badges

We will supply you with an identity badge on a Saltash Town Council Lanyard which you must wear at all times when working. Under no circumstances may the lanyard be changed or adorned with badges/stickers etc.

You must also carry your identity badge with you if we require you to work at other locations, activities or events.

Dress Down Days

We may relax our normal dress code where there are informal 'dress down days' or fancy-dress charity appeals. However, if meetings are scheduled on such days, you may still be required to maintain our dress code.