

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 31st October 2024 at 6.30 pm

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

ALSO PRESENT: J Turton (HR Consultant), S Burrows (Town Clerk / RFO), I Bovis (Service Delivery Manager), D Orton (Community Hub Team Leader) and W Peters (Finance Officer).

APOLOGIES: S Martin (Chairman).

33/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

34/24/25 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.

None.

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

None.

35/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 20 JUNE 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 Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 20 June 2024 were confirmed as a true and correct record.

36/24/25 **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on the budget statement received and contained within the circulated reports pack.

Councillor Miller joined the meeting.

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

1. To approve to vire £1,800 from budget code ST PF EMF Staff Contingency to 6662 ST PE HR Professional Fees;
2. To approve to vire £7.00 from budget code 6694 ST PF EMF Staff Contingency to 6659 ST PF Town Sergeant and Mace Bearer Fees.

37/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

38/24/25 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

39/24/25 **TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to approve the Personnel Committee deliverables and scores for quarter 1 and quarter 2.

40/24/25

TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

The Town Clerk briefed Members on the staff training record received and contained within the circulated reports pack, stating that further work is required to bring the recording of training up to date.

It was **RESOLVED** to note.

b. Training Requests;

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

1. To approve the Administration Officer (recently appointed Office Manager / Assistant to the Town Clerk) to undertake her CILCA qualification in the financial year 2025-26 subject to a training agreement being put in place;
2. At a cost of £750 allocated to budget code 6656 Staff Training;
3. To approve additional support for study time outside of the webinar sessions by delegation to the Town Clerk to manage in accordance with the syllabus for the course and Town Council operational needs.

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

1. To approve the Service Delivery Manager to attend the IOSH Managing Safely training at a cost of £625 + VAT allocated to budget code 6676 ST PE Staff Training;
2. To approve a Service Delivery General Assistant to attend the IOSH Working Safely training at a cost of £250 + VAT allocated to budget code 6676 ST PE Staff Training.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to approve the Assistant Service Delivery Manager to attend the Legionella Risk Assessment and Risk Management training at a cost of £265 + VAT allocated to budget code 6675 Staff Training.

41/24/25 **TO NOTE THE APPOINTMENT OF THE DEVELOPMENT AND ENGAGEMENT MANAGER.**

It was **RESOLVED** to note the appointment of the Development and Engagement Manager commencement date 30 September 2024.

42/24/25 **TO NOTE THE APPOINTMENT OF THE OFFICE MANAGER / ASSISTANT TO THE TOWN CLERK.**

It was **RESOLVED** to note the appointment of the Officer Manager / Assistant to the Town Clerk commencement date 1 November 2024.

43/24/25 **TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note staff compliments received and to commend staff for the fantastic work being achieved for the community.

Councillor Foster left the meeting.

44/24/25 **TO REVIEW PROVISION FOR FLU AND COVID VACCINES FOR ALL TOWN COUNCIL OFFICERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Foster returned to the meeting.

Members noted there are alternative locations for Officers to have a flu/covid vaccine at a more reasonable price. The report is an example of cost.

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

1. To approve provision for flu and covid vaccines for all Officers, delegated to the line managers to approve reasonable associated cost within budget;
2. To approve back dated expenditure for flu and covid vaccines for the year 2024-25;
3. Allocated to budget code 6654 Staff Welfare.

45/24/25 **TO RECEIVE THE NATIONAL JOINT COUNCIL SCALE INCREASE FOR THE YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 7 November 2024 to accept and implement the pay award for the year 2024-25 as follows:

1. An increase of £1,290 on all NJC pay points up to point 43;
2. An increase of 2.5% for all scale points above 43;
3. To be back dated with effect from 1 April 2024;
4. To note the NJC scale increases for the year 2024-25 are above the latest Real Living Wage rate of £12.60 per hour.

46/24/25 **TO RECEIVE A REPORT ON THE COMMUNICATION AND ENGAGEMENT OFFICER ROLE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve an additional 12 hours per week for the Communications and Engagement Officer role as per the job description (as attached) together with the Development and Engagement Managers supporting report;
2. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
3. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

Please note: the Communications and Engagement Officer job description and person specification was recommended to Full Council by the Personnel Committee (minute 92/23/24b) where Full Council approved the role into the existing Town Council organisation structure (minute 367/23/24 recommendation 4).

47/24/25

TO RECEIVE A REPORT ON APPOINTING AN ASSISTANT COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new role, Assistant Community Hub Team Leader into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached) together with the Community Hub Team Leader's supporting report;
3. To advertise with immediate effect with there being sufficient funds within the 2024-25 budget;
4. To note the role replaces the 30-hour Library and Information Assistant post;
5. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

Community Hub Team Leader left the meeting.

48/24/25

TO RECEIVE A REPORT ON APPOINTING ADDITIONAL SERVICE DELIVERY STAFF AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To approve the new, Service Delivery General Assistant into the existing Town Council organisation structure;
2. To approve the job description and person specification (as attached);
3. To advertise from 1 April 2025;
4. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024;
5. To approve the new, part time (afternoon) Administration Assistant into the existing Town Council organisation structure;
6. To approve the job description and person specification (as attached);
7. To advertise from 1 December 2024 with there being sufficient funds within the 2024-25 budget;
8. To note; the new role will have an impact on the 2025-26 budget setting to be considered at the Policy and Finance meeting to be held on 12 November 2024.

The Service Delivery Manager left the meeting.

49/24/25

TO RECEIVE THE DRAFT EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 7 November 2024 to approve and adopt the draft Employee Recognition Scheme.

50/24/25

TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer briefed Members on the budget for the year 2025/26 received and contained within the circulated reports pack.

Councillor Foster left and returned to the meeting.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on 12 November 2024, inclusive of the following amendments:

Personnel Expenditure

1. To vire unspent funds from budget code 6654 ST PE Staff Welfare to budget code 6691 ST PE Legal Fees & Welfare, subject to there being an unspent balance available at the end of the year;

Staff Training

2. To delete budget code 6678 ST PE Staff Training (Guildhall) as it is no longer required;
3. To vire unspent funds from budget code 6678 ST PE Staff Training (Guildhall) to 6676 ST PE Staff Training (Service Delivery), subject to there being an unspent balance available at the end of the year;

Staff Salaries

4. To remove Guildhall Staffing Costs as it is no longer required;
5. To vire unspent funds from Guildhall Staffing Costs to Services Salaries, subject to there being an unspent balance available at the end of the year;

Personnel EMF Expenditure

6. To rename budget code 6691 ST PE EMF Legal Fees to 6691 ST PE EMF Legal Fees and Staff Welfare;
7. To note Policy and Finance recommended a virement from 6661 ST PF Finance Consultancy Fees of £9,097 to budget code 6694 ST PF EMF Staff Contingency;
8. To vire unspent funds from budget code 6700 ST SE Service Delivery Staff Contingency to budget code 6696 ST GH EMF Guildhall Staff Contingency;
9. To approve the Staff Contingency adjustment of 10% of salary cost.

The Finance Officer left the meeting.

51/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

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

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

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

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

Members in attendance noted the Chairman's statement.

52/24/25

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

The Town Clerk briefed Members on the importance of filling the Administration Officer post at the earliest opportunity.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to approve the Administration Officer role to be filled on a 6-month temporary basis via a recruitment agency, moving to permanent thereafter, as per the existing Town Council structure, to support the Office Manager / Assistant to the Town Clerk.

It was **RESOLVED** to note the Chairman and Town Clerk approved a day's compassionate leave for a member of staff in line with the Employee Handbook.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve a £50 voucher and certification at a Full Council meeting for staff recognition allocated to budget code 6660 ST PE Staff Recognition.

The Town Clerk briefed Members on the potential impact to staff travelling to and home from work during the Saltash tunnel stage 2 project.

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

1. To delegate to the line managers to manage their department appropriately without compromising Town Council operational needs, reporting directly to the Town Clerk on a regular basis;
2. To note; permanent home working is not approved by the Personnel Committee.

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

The Town Clerk informed Members that the meeting is about to exceed 2 ½ hours breaching Standing Orders.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and **RESOLVED** to suspend Standing Orders, Section 3.26, and to continue with the remaining items of business to be discussed on the agenda.

TO RECEIVE A COLLABORATIVE FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of a collaborative flexible working request received and contained within the reports pack.

The Town Clerk further briefed Members on the Flexible Working Regulations under the Employment Law Bill set by the previous government and the further updated Flexible Working Regulations under the new government to commence 1 April 2025.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the collaborative flexible working request for the Town Council Administration and Finance departments within the Terms of Reference for the Committee as follows:

1. Monday to Thursday 8am to 4pm on a rota basis, managed by the line managers;
2. Friday 9am to 4.30pm;
3. To note; the Town Council gains an additional one-hour support Monday to Thursday from 8am to 9am
4. The Town Clerk to liaise with Human Resources Support Consultancy to ensure the correct employee documents are in place.

The above is subject to **RECOMMENDING** to Full Council to:

1. Approve the amended operational hours of the Town Council from 9am to 5pm to 8am to 5pm Monday to Thursday;
2. Approve the amended operational hours of the Town Council from 9am to 5pm to 9am to 4.30pm on Friday's only;
3. To note face-to-face operational hours remain the same Monday to Friday 10am to 1pm and 2pm to 4pm;
4. To commence at the earliest opportunity.

54/24/25 TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Judy Turton from Human Resources Support Consultancy joined the meeting via Teams and briefed Members on the Private and Confidential report Members received for consideration.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to approve Human Resources Support Consultancy recommendations received at this evening's Personnel Committee meeting taken in confidential session.

Judy Turton left the meeting.

55/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

Nothing to report.

56/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

57/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 27 February 2025 at 6.30 pm

Rising at: 9.55 pm

Signed: _____
Chairman

Dated: _____

Job Description

Position Title	Communications and Engagement Officer
Location	Saltash Town Council – The Guildhall
Reporting to	Development and Engagement Manager
Hours	37 hours per week, 9am to 5pm Monday to Friday, subject to your attendance at evening meetings and civic events as required directed by the Development and Engagement Manager.
NJC Grade	13 - 17

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.

To provide excellent communication and marketing protecting the media and public relations of Saltash Town Council. Working in line with the business plan and enhancing the Town Council by delivering messages that align with the Town Council's vision, values and objectives.

Secure positive and relevant media coverage for the Town Council.

Key Responsibilities:

1. To market and promote activities and functions in which the Town Council is involved 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 and facilities by way of press releases, social media posts, 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 be responsible for the Town Council's social media account working with other staff where relevant.

8. To provide Line Managers with social media and website stats for reporting at relevant Town Council meetings.
9. To facilitate the Chairman's column (as provided by the Town Clerk or the Office Manager / Assistant to the Town Clerk) to the local press on a monthly basis.
10. To develop and implement the Town Council's Communication Strategy and Social Media Policy.
11. To be an advocate for the Town Council business plan as part of the team in assisting the Town Council to meet the objectives.
12. 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.
13. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
14. To operate in accordance with the diverse needs of the community to ensure equal access to service.
15. To take a lead on Public and Media relations, ensuring the Town Council reputation is protected at all times.
16. Use your own skill set to develop other staff in social media and other comms coverage to ensure we meet a standard across the board.
17. To provide cover for staff (where trained to do so) when required and directed by the Development and Engagement Manager.
18. To work in accordance with all Town Council's policies and procedures.
19. 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.
20. The job description will be reviewed as necessary and may be changed in the light of experience and in consultation with the post-holder.
21. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

To receive a report on the Communication and Engagement Officer role and consider any actions and associated expenditure

The delegated authority was given by the Town Clerk to the Development and Engagement Manager to prepare a report on the changes considered to the Communications and Engagement Officer's advertised working hours, with any associated expenditure, reporting back to the Personnel Committee Meeting being held on the 31st of October 2024.

Overview

As the Development and Engagement Manager, my role is to develop projects through finding funding, delivering projects to completion, and engaging with the Saltash Community. This is a full-time role and will be adding to the continuous growth of Saltash Town Council (STC). In turn, the Communications and Engagement Officer will have to support that growth, and the growth in all departments. Therefore, I believe this will need to be put forward as a full-time role.

Whilst it may be considered that the precept level is high, it is felt that it is reasonable for the volume of work that is delivered at STC. However, I believe this isn't communicated enough to the community, so that they are aware of all the hard work STC do behind the scenes. Therefore, the Communications and Engagement Officer will have a vital role in delivering this information to the public and improving STC's relationship with the community.

Current Job Description and Responsibilities

As attached.

Proposed changes

To consider:

- 1) Increased offer of full-time hours at 37 hours per week.

Benefits:

- 1) Offers the opportunity to attract a wider pool of candidates that may be interested in full-time work.
- 2) Provides the opportunity for enhanced collaboration between staff, which is very beneficial with the type of role this is, which may not be achieved as easily through part-time work.

- 3)** This role is vital in delivering information to the public and enhancing STC's reputation with our community and having someone full-time will avoid any work burn out and support the continuous growth of STC.
- 4)** The nature of the role may require last minute/time consuming work to be completed or sent out to the public, such as social media/newsletter/policy updates, press releases, and project information that the Development and Engagement Manager may need support with. Full-time hours will give this individual the ability to do these tasks to a high standard and potentially tight deadlines.

Budget Considerations

The salary scale is 13 – 17. Starting at point 13, the annual salary confirmed by NJC 2024/25 is £28,163.

Full time = 37 hours £28,163 plus on cost

Part-time = 25 hours Pro rata £19,029 plus on cost

Budget for 2024/25

The new role will fit within the budget for a full-timer from 1 January 2025.

Budget for 2025/26

The personnel committee are meeting on 31st October where they will agree the 2025/26 precept budget.

Next Steps:

Members are asked to consider the following:

- 1) If the role can be increased to full-time hours at 37 hours per week commencing from 1 January 2025
- 2) Budgeted accordingly for future years employment.

End of Report

Development and Engagement Manager

ASSISTANT COMMUNITY HUB TEAM LEADER – JOB DESCRIPTION

Hours:	37.5 hours per week. Monday to Saturday, hours variable over 6 days.
NJC scale:	NJC 13 – 17
Responsible to:	Community Hub Team Leader
Purpose of job:	Support and assist the Community Hub Team Leader in the day to day functions and promotion of the Library Hub and manage the continuity of the Library Hub services in partnership with Cornwall Council.
Place of Work:	Your normal place of work is Saltash Library Hub. However, you may be required to work at any of other locations within Saltash, now or in the future, depending upon business needs.

RESPONSIBILITIES

1. Undertake delegated duties appropriate to the grading of the post, and the potentially changing work patterns as the Library Hub Service develops in the community, ensuring a positive and flexible approach to the variety of tasks and work patterns within the role.
2. To promote the Saltash Town Council Library Hub service to all members of the community including external community 'pop-ups'.
3. Assist in the development of on-line marketing in accordance with Saltash Town Council media policy.
4. Lead the 'outreach' Library Hub activities, School reading, Community Group visits, activities. etc
5. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
6. To attend relevant training as required.
7. Report to the Town Clerk in Community Hub Team Leader absence.
8. Manage the daily Cornwall Council Library procedures and information, update Library Information Assistants team for daily continuity across bi-weekly staffing rotas.
9. To establish a good knowledge of Library resources, including the maintenance and presentation of stock and the Universal Library Offer in the themes of Reading, Health, Culture, Learning, Information and Digital.
10. To participate and assist in the delivery of Library Hub centred activities and events.
11. To undertake the required roles within the Library Hub setting including Welcome Desk host, weekly stock deliveries, Information Service and signposting.

12. To receive customer enquiries by telephone, electronically, post or face to face. Assess and establish the reason for service requests, suitably prioritise, and take prompt appropriate action in accordance with procedures and instructions.
13. To process payments; receipt and prepare associated paperwork and electronic records in an efficient and effective manner.
14. To process requests for Council services in accordance with current procedures.
15. To use customer service IT packages effectively, updating and maintaining computerised systems to ensure the service performs successfully.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

ASSISTANT COMMUNITY HUB TEAM LEADER – PERSON SPECIFICATION

	Essential	Desirable
1. Educational Qualifications	<p>Education to GCSE level or equivalent including English and Mathematics.</p> <p>ECDL or similar relevant IT qualification.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>NVQ Business Administration level 3.</p>
2. Work Experience	<p>Ability to use IT packages such as Microsoft Outlook, Excel and Word..</p> <p>Experience of successfully managing, motivating and developing team members.</p> <p>Ability to problem solve.</p> <p>Flexible and adaptable.</p>	<p>Knowledge and use of Social Media (eg: Facebook, Instagram & Tik Tok) for marketing purposes.</p> <p>Worked in a busy Library environment.</p>
3. Skills	<p>Displays empathy and patience with customers and has knowledge of techniques for dealing with challenging behaviours.</p> <p>Excellent communication and interpersonal skills.</p> <p>Self-motivated and drive. Excellent organisational skills.</p> <p>The ability to work in a team structure and to acknowledge the different ideas, perspectives and background of others.</p>	

	The ability to plan and organise your work and manage your time effectively.	
4. Other	<p>You have a wide knowledge of and enthusiasm for books/ reading and an ability to engage with adults and children to promote reading for pleasure and for informal learning.</p> <p>You are committed to the protection and safeguarding of children, young people and vulnerable adults.</p> <p>You understand the principles of the Data Protection, Freedom of Information, Health & Safety in the workplace and Equality and Diversity Acts.</p> <p>Driving licence and vehicle.</p>	
<ul style="list-style-type: none"> • This position is subject to a Disclosure Barring Service check. 		

**To receive a report on appointing an Assistant Community Hub Team Leader
and consider any actions and associated expenditure**

Saltash Library Hub has a 30 hour per week Library Information Assistant vacancy.

A review of the current library staffing structure revealed that an assistant to the Community Hub Team Leader (CHTL) would be beneficial to the library hub services, outreach and engagement.

This role would not only support the CHTL in the daily operations, events and activities but assist in expanding and promoting Library Hub services even further.

The position would include the following key responsibilities:

- Assist with the CHTL workload capacity
- Deputise in the absence of the CHTL including line management
- Scale up community outreach and engagement
- Offer continuity in line management and communications with key stakeholders

Further responsibilities would include an active role in the 'outreach' offer to Community groups, centres, Churches and schools (reading and story times), external marketing 'pop-ups' across Saltash.

In the medium to longer term, the position would also compliment the idea to extend opening hours (including evening group activities) and evening 'paid' events (when internal works to upgrade facilities are completed).

Additionally, the library hub wants to maintain and strengthen its partnership with Cornwall Council to deliver an improved and successful county-wide library service, with an Assistant to the CHTL providing a consistent level of communication with key stakeholders.

This full-time position within Saltash Library Hub aligns with the Town Council's business plan to create jobs and stimulate economic growth by enhancing the library services. It also supports the vision of promoting Saltash as a vibrant destination for residents, the community and visitors. Additionally, this role reflects Personnel's strategic priority to invest in the development of its officers.

To achieve the aim of greater Community involvement, both internally in the Library Hub, and externally in the community, the position of Assistant to the CHTL is the next step in the growth of the Library team.

Further details are contained within the Job Description and Person Specification attached to this report.

Library and Information Assistant (LIA) Salary 2024-25:

NJC scale 7 - 9 / £25,584 to £26,409 / 30 hours per week

Commencing on point 7 / £25,584 pro rata £20,744 plus on cost

Assistant Community Hub Team Leader (ACHTL) Salary 2024-25:

NJC scale 13 – 17 / £28,163 to £30,060 / 37 hours per week

Commencing on point 13 / £28,163 plus on cost

Budget Availability 2024-25:

There are sufficient funds within this year's budget of £29,000 to cover the salary and on cost of an ACHTL.

Budget Availability 2025-26:

The Personnel Committee would need to increase the budget by £7,419 plus on cost to cover the salary of an ACHTL. This would have an impact on the overall Personnel Committee budget.

**End of report
Community Hub Team Leader**

SERVICE DELIVERY GENERAL ASSISTANT – GROUNDS MAINTENANCE

Job Description

Hours:	37 hours per week variable as required over 7days.
NJC scale:	NJC 7-9
Responsible to:	Service Delivery Manager
Purpose of job:	To maintain all Town Council grounds to a high standard, including Churchtown Cemetery and St Stephens Churchyard. To maintain the Town Council premises / buildings to a high standard. To undertake the Town Centre cleaning rounds. To undertake evening and weekend shifts as specified in the Service Delivery General Assistants rota.
Place of Work:	Your normal place of work is Longstone Depot, Glebe Avenue, Saltash. However, you may be required to work at any of our other locations within Saltash, now or in the future, depending upon business needs.

TASKS.

1. To maintain the annual floral bedding displays and Hanging Baskets throughout the Town Centre and Waterside – planting, dead heading, restock if required, weeding and irrigation.
2. To deliver a routine and seasonal grounds maintenance and horticultural services for the Town Council - grass areas, shrubs and borders, hedges and hard surfaces.
3. Maintain Public Rights of Way – pruning back of hedges, undergrowth, and clearance of detritus as specified.
4. To undertake cultural weed removal from specified areas – lawns, borders and hard surfaces.
5. To undertake Weekly Safety Inspections of play area equipment to RoSPA specified criteria.
6. To assist with Hard and/or soft Landscaping projects on occasion.
7. To maintain clear and safe pedestrian access to all STC buildings, land and facilities in adverse weather conditions (e.g. clearing snow, gritting etc.)
8. To undertake cleaning as directed of all grounds, property and facilities including emptying bins, public toilets and placing refuse out for collection.
9. Supervise Funerals at Churchtown Cemetery where qualified as required.
10. To drive, operate and maintain vehicles and machinery where qualified as required.
11. To assist with town events as required.

12. To provide absence cover for staff and provide relief cover for staff at all STC sites, grounds or premises as required.
13. To undertake works, maintenance and repairs as may be required to Town Council property, land and equipment.
14. To undertake handypersons duties and repairs as directed by the Line Manager to Town Council property and equipment
15. To be responsible for security of premises, including safe custody of keys and setting of security alarm.
16. To monitor and report stock levels of consumable items such as fuel, grit, toiletries, light bulbs/tubes and arrange to replenish supplies in accordance with current procedures and COSHH regulations.
17. To report emergencies in the case of faults with gas, electric and water supply to a Line Manger or where not immediately available the Senior Member of Staff or regular contractors.
18. To liaise with personnel visiting any site such as service providers/contractors and ensure their health and safety compliance.
19. To ensure that the Town Council's Health and Safety/Maintenance inspections, records, and Risk Assessments are recorded and maintained for all buildings, land and services.
20. To practice and ensure compliance by yourself and others of all Health and Safety Regulations Codes of Practice when on or working on STC premises, facilities or land.
21. To ensure all lift and plant equipment is efficiently and effectively operated and maintained.
22. To observe safe working practices in carrying out required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
23. To report any faults with gas, electric and water supplies to your line manager.
24. To undertake training in line with the Health and Safety at Work Act 1974 and any other training as considered appropriate.
25. To operate in accordance with the diverse needs of the community to ensure equal access to service.
26. To work in accordance with the Town Council's policies and procedures.
27. This document, whilst outlining the duties, which it is anticipated, will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.
28. Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

**SERVICE DELIVERY GENERAL ASSISTANT – GROUNDS
MAINTENANCE**

Person Specification

	Essential:	Desirable:
Qualifications:	Full Clean Driving License.	<p>Driving Licence Category BE</p> <p>Maths and English GCSE or equivalent.</p> <p>Lantra / NPTC certificates on Grounds Maintenance Equipment e.g.; brush cutter, pedestrian mower, chainsaw etc.</p> <p>Qualifications in safe use of General Maintenance tools and equipment e.g. abrasive wheels, circular saws, drills etc.</p> <p>Institute of Cemetery and Crematorium Management (ICCM) certificate.</p> <p>Royal Society for the Prevention of Accidents (RoSPA) - Play Safety Certificate</p> <p>Emergency 1ST Aid certificate.</p> <p>Health and Safety certificate. (IoSH).</p> <p>Fire Safety certificate.</p>
Occupational experience:	<p>General grounds inspection and maintenance.</p> <p>Cleaning knowledge and experience.</p>	<p>Horticulture knowledge and experience.</p> <p>Buildings Maintenance.</p> <p>Use and knowledge of grounds maintenance equipment.</p> <p>Evidence of being tidy and systematic.</p>

		<p>Fire Safety Trained.</p> <p>Risk assessments, COSHH, Inspections and record keeping.</p>
<p>Personal qualities:</p>	<p>Ability to communicate effectively at all levels.</p> <p>Able to work flexible hours and weekends as required when scheduled on the rota.</p> <p>A willingness to learn new tasks.</p> <p>Ability to work unsupervised.</p> <p>Self-motivated as a lone worker.</p>	<p>Ability to think laterally.</p> <p>Proactive.</p> <p>Ability to anticipate client needs and grounds requirements and take action in advance.</p>
<p>Physical requirements:</p>	<p>General wellbeing and physically able bodied.</p>	

SERVICE DELIVERY DEPARTMENT - PART TIME ADMINISTRATION ASSISTANT JOB DESCRIPTION

Hours:	20 hours per week. Monday – Friday, on a rota hours per week covering the operational needs of the Council, to be agreed by the Service Delivery Manager.
Responsible to:	Service Delivery Manager - Line Manager.
Purpose of job:	The post holder will support the Service Delivery Manager and Assistant Service Delivery Manager in the day to day functions of the Service Delivery Department of Saltash Town Council.

RESPONSIBILITIES

1. To support the Service Delivery Manager with all aspects of the administration within the Service Delivery Department.
2. To provide administrative assistance with the Burial Procedures Administration, jointly with the Assistant Service Delivery Manager and the Town Council's Administration Department.
3. To be responsible for the ordering of all Stationary, materials, equipment and sundries as directed by the Service Delivery Manager. Providing comprehensive administration throughout the process from initialisation to completion.
4. To support the Service Delivery Manager with recruitment for the Service Delivery Department.
5. To be responsible for maintaining stock levels of all materials ensuring that stock levels remain sufficient for the departments operational requirements.
6. To review and update and then manage all department filing regularly.
7. To assist with the Moorings and Pontoon management.
8. To assist with Allotment Management.
9. To provide varying support duties to the Administration Department as directed by the Service Delivery Manager.
10. To provide cover for administration staff as directed by the Service Delivery Manager.
11. To attend relevant training as required.
12. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
13. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

**SERVICE DELIVERY DEPARTMENT - PART TIME ADMINISTRATION ASSISTANT
PERSON SPECIFICATION**

	Essential	Desirable
1. Educational Qualifications	<p>Educated to GCSE level or equivalent including English and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>A recognised qualification in local council administration.</p>
2. Work Experience	<p>Experience of using and a working knowledge of:</p> <ul style="list-style-type: none"> • Outlook • Word • Excel • PowerPoint • Teams • Zoom <p>Experience working within a compact and demanding office environment.</p> <p>Proven Customer Liaison experience</p> <p>Experience in Purchase Ordering from the initialisation of the process to completion</p> <p>Ability to problem solve and to work on projects.</p> <p>Ability to take payments from the public when required.</p>	<p>Knowledge and experience of cemetery administration.</p> <p>Knowledge and experience of working with local government.</p> <p>Demonstrate sourcing and ordering of materials.</p>
3. Skills	<p>Excellent presentation skills.</p> <p>Effective communication skills.</p> <p>Effective organisation skills.</p> <p>Ability to act with complete impartiality.</p> <p>Self-motivated and drive.</p> <p>High standard of attention to detail.</p>	<p>Experience of minute taking.</p>

4. Other	<p>Flexible approach to duties and the working day.</p> <p>Happy to work on a rota basis.</p> <p>To assist the Administration Department if necessary.</p> <p>Demonstrate flexibility within the role as required.</p>	Driving Licence and vehicle.

To receive a report on appointing additional Service Delivery Staff and consider any actions and associated expenditure

1. Request to employ an additional Service Delivery General Assistant (SDGA)

Part of the Service Delivery plan is to grow the department through 2025/26 so we can deliver a more efficient service to the Town and community with the tasks we undertake.

Below is a business justification for an additional Service Delivery General Assistant.

Request for an additional member of the Service Delivery Team to increase the current team from 5 to 6 members of staff. We will be able to be more efficient dealing with tasks and groundworks throughout the busy seasons of spring and summer along with the lead up to Christmas. There will be an additional cost consisting of the salary, training and PPE, which will need to be considered by members for approval.

A larger team will enable a greater flexibility to cover holidays and any staff sickness. We are also looking to create a projects team and a grounds team on a rota style basis that will assist us to program work week to week. This will enable us to undertake larger scale tasks or projects as we are soon to inherit larger green spaces to maintain. Such as, Victoria Park, Waterside pathways and more green spaces (trees & play parks) on Pillmere which will require maintaining.

Increasing the team from 5 to 6 members of staff would give us greater flexibility to create teams carrying out tasks of either 2, 3, 4, 5 or 6. This will help us to work a clearer rota system and flexible weekend working if required. This would move the weekend duty from 1 in 5 to a 1 in 6 weekend working rota. This will provide staff with a better work-life balance.

Current staff set up

5 staff – Monday Tuesday and Wednesday

4 staff on Thursday and Friday because a member of staff covers the Saturday and Sunday.

1 staff on Saturday and Sunday

New 6 staff set up

Flexibility for 6 on a Monday Tuesday and Wednesday

5 on a Thursday and Friday or 4 if we require 2 members of staff at the weekend

This will help the team cover weekend events such as the Regatta, Gig racing, May Fair, Christmas.

Cutting of the cemeteries, Pillmere and larger green spaces will take less time as we will have the flexibility to rota an extra member of staff and free up time to concentrate on other tasks.

At present we have turned away projects from Cornwall Council as we do not have enough members of staff to maintain them properly. Recently we have turned away pathways and bridleways for the second year.

The Waterside toilets have not yet been improved, work at the allotments have not yet been completed.

Creating a strong flexible team that can work together and be passionate about the work we do and be part of the community is important. Employing the right person that will fit with the current staff is just as important.

If we can add a new SDGA to the team, it will enable us to create an attractive place for people to live and work, helping to deliver the 5-year Town Council Business plan.

Below is a Business Summary to be considered.

BUSINESS JUSTIFICATION FOR AN ADDITIONAL MEMBER OF STAFF FOR THE SERVICE DELIVERY TEAM	
Job title:	Service Delivery General Assistant
Department/Group	Service Delivery Department
NJC Scale:	NJC 7-9
Salary Range:	£24,294 - £25,119.00
Responsible to:	Service Delivery Manager
Place of work:	Longstone Depot, Glebe Avenue, Saltash
Purpose of job:	To maintain all Town Council grounds to a high standard, including Churchtown Cemetery and St Stephens Churchyard. To maintain Town Council premises/buildings to a high standard. To cover the Town Centre cleaning rounds when required. To undertake evening and weekend shifts as specified in the Service Delivery General Assistants Rota.
Current staffing levels:	5 Full time members of staff working 37 hours per week over 7 days
BUSINESS REQUIREMENTS	
STAFFING LEVELS	An additional member of staff working 37 hours per week will increase the team from 5 to 6. Currently 5 members of staff work using the following rota:
	5 assistants work Monday, Tuesday and Wednesday 4 assistants work Thursday and Friday 1 assistant works on a Saturday and Sunday (if required)
	An additional member of staff will provide greater flexibility for the team to cover events at the weekends, enabling us to create a clearer rota system and flexible weekend working. This will provide staff with a better work-life balance as they

	<p>will only be working one weekend in six instead of the current one weekend in five dependents on workloads:</p>
	<p>6 assistants work Monday, Tuesday and Wednesday 4 or 5 assistants work Thursday and Friday 1 or 2 assistants work on a Saturday and Sunday (if required)</p>
	<p>A team of 6 will also provide the Service Delivery Department with the flexibility to cover annual leave and illness and maintain the standard of work.</p>
<p>PRODUCTIVITY GAINS</p>	<p>A larger team with greater cover at the weekends will enable the team to cover events such as the Regatta, May Fair, Gig races, Christmas etc.</p> <p>A larger team of 6 will enable the Service Delivery Department to undertake larger scale tasks. We will be inheriting larger green spaces to maintain in the future. These include Victoria Gardens, the Waterside pathways and an increase to the green spaces (trees & play parks) we currently maintain on the Pillmere Estate.</p> <p>The grass cutting of the cemeteries and the green spaces on the Pillmere Estate will take less time as we will have the flexibility to rota an extra member of staff to assist with this grass cutting thus freeing up an assistant to concentrate on other tasks and duties.</p> <p>The team will be more efficient dealing with tasks and groundworks throughout the busy seasons of Spring, Summer and the lead up to the Christmas period.</p> <p>This will enable the team to create an attractive place for people to live and work and help deliver the 5-year Town Business Plan more efficiently</p> <p>Create a Projects team and a Grounds Team on a rota style basis to undertake larger scale tasks on a week-to-week basis such as Allotments, Victoria Gardens (MHR Room) and additional areas on the Pillmere Estate. More time to maintain the Town Centre green areas and Town planting.</p>
<p>NEGATIVE IMPACTS DUE TO CURRENT STAFFING LEVELS</p>	<p>The Service Delivery team have had to turn away projects from Cornwall Council such as maintaining pathways and bridleways as we do not currently have enough members of staff to maintain additional areas.</p> <p>The Waterside toilets have not yet been improved due other projects taking president. Projects take longer to program in and complete.</p>

	<p>Maintenance and improvements at the allotments are slow paced and has not yet been completed.</p> <p>Tasks become difficult to cover when staff are on holiday or off sick.</p>
FINANCIAL IMPACT	
Salary Cost:	As per set pay structure.
Training Costs:	First year after completing probation £1,000
PPE Costs:	Standard supply £550
Additional Equipment Costs:	N/A in first year.
DOCUMENTS ATTACHED:	<p>Service Delivery Department -Full Time Service Delivery General Assistant - Job Description</p> <p>Service Delivery Department - Part Time Service Delivery General Assistant – Person Specification</p>

2. Request to employ additional part time Admin Assistant

With the increasing level of workload, tasks, new areas for the Service Delivery Department to cover it is essential that we operate as effectively and efficiently as possible. Currently we operate with one part time admin member of staff from 9.30am to 1.30pm each day. This can have its challenges as the office suffers in the afternoons due to no admin support.

I have set out below the business summary to be considered for the requested position.

BUSINESS JUSTIFICATION FOR AN ADDITIONAL PART TIME ADMINISTRATION ASSISTANT FOR THE SERVICE DELIVERY TEAM	
Job title:	Part time Administration Assistant – 20 hours per week
Department/Group	Service Delivery Department
NJC Scale:	NJC 7-9 £25,584 pro rata
Salary Pro Rata:	£13,829 (20 hours) plus on cost
Responsible to:	Service Delivery Manager
Place of work:	Longstone Depot, Glebe Avenue, Saltash
Purpose of job:	To support the Service Delivery Manager with all aspects of the administration within the Service Delivery Department. Including but not limited to assistance with the Burial Procedures Administration, Ordering of Stationary, raising PO for materials and equipment, assist with Moorings and Pontoon Management, Allotment Management and any a variety of other ad hoc duties.
Current staffing levels:	1 x Part time member of staff working 20 hours per week Monday to Friday 09:30 to 13:30.
BUSINESS REQUIREMENTS	

**REQUIRED
STAFFING LEVELS**

Request for an additional member of staff working 20 hours per week covering Monday to Friday. Working on a job share basis in the afternoons with the existing Administration Assistant. 30-minute handover time each day.

An additional member of the admin team will provide cover in the business hours of 9 to 5pm as currently there is no admin support in the office after 1:30pm each day.

Two members of staff in the admin team will also enable the department to be effective with cover for any holiday or sickness absence. Currently we rely on the Administration Department for cover.

**PRODUCTIVITY
GAINS**

This will enable the Service Delivery Department to become more efficient and enhance the productivity across all areas covered by the admin team.

Currently any public phone calls and enquiry emails that come into the SDD are not always responded to after 1:30 pm. These are then picked up the next morning. The additional member in Admin will be able to deal with this more effectively.

Purchase orders currently raised for materials, equipment and any other items that we require to be ordered. These can only be raised by the admin team member or the Assistant Service Delivery Manager. An extra member of the admin team will allow for purchase orders to be raised as and when required rather than when an admin team member is working, or the Assistant Service Delivery Manager is available.

Payments for Pontoon stays are not always taken in the afternoons by the SDD, we would be able to take full responsibility for these payments with the additional admin cover. This will give the department improved management and data recording for future Pontoon stays and reduce the workload of the Guildhall.

This would also apply to the allotment process – there would be greater efficiency with two members of the admin team as this would enable us to speed up the process of taking payments, re-allocating the plots and organising the paperwork.

An extra Admin person will allow the department across all aspects of the roll to be more efficient, greater productivity and allow us to take on more tasks and responsibility from other departments.

NEGATIVE IMPACTS DUE TO CURRENT STAFFING LEVELS	<p>At times, the office is left unmanned and the SDD is unable to take deliveries in the afternoon or deal with general day-to-day tasks.</p> <p>Any meetings that take place in the afternoon exclude an admin team member which disrupts continuity.</p> <p>Workload for the current admin team member can build up during the week due to miscellaneous tasks arriving that the department take on an ad hoc basis. This causes other tasks to be delayed due to prioritising more important jobs. For example: setting up the allotment software, Scribe took a lot longer than was anticipated due to urgent projects and phone calls that took priority.</p>
FINANCIAL IMPACT	
Salary Pro Rata:	£13,829 plus on cost
Training Costs:	£600 to £800 over first year.
PPE Costs:	Uniform approx. £300
Additional Equipment Costs:	N/A
DOCUMENTS ATTACHED:	<p>Service Delivery Department -Part Time Administration Assistant- Job Description</p> <p>Service Delivery Department - Part Time Administration Assistant – Person Specification</p>

Budget Availability 2024-25:

There is £7,900 remaining in the budget. This could cover the remaining month's salary for a part time Administration Officer from 1 December 2024 to 31 March 2025 leaving a balance of approx. £3,000.

Budget Availability 2025-26:

The Personnel Committee would need to increase the budget by £41,384 plus on cost to cover the salary of a full time Service Delivery General Assistant and part time Administration Assistant. This would have an impact on the overall Personnel Committee budget.

End of Report
Service Delivery Manager

DRAFT Employee Recognition Scheme

RESPONSIBLE COMMITTEE: PERSONNEL

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

Current Document Status			
Version	1 DRAFT	Approved by	
Date	October 2024	Responsible Officer	
Minute no.		Next review date	

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
10.2024	1 DRAFT				New policy - DRAFT

Document Retention Period
Until superseded

Employee Recognition Scheme

Introduction

This policy sets out the details of our organisation's 'Employee Recognition Scheme' (drawn at the Personnel Committee scheduled meetings) scheme, the objective of which is to give recognition to employees who have performed particularly well each quarter.

The scheme is an essential part of a reward strategy, and it aims to motivate employees to achieve high standards, encourage innovation, promote high levels of customer service and celebrate success.

Measurement

The determination of the Employee Recognition Scheme is based on a variety of factors. However, it is expected that an employee who achieves the reward will have performed exceptionally well and will have done more than is usually expected in their job. In particular, it is likely that there will be an unusually high level of performance in one of the following areas:

- Productivity: Exceeding output expectations.
- Customer service: Going the "extra mile" for a customer.
- Exceptional effort: Giving an exceptional level of support to the organisation.
- Creativity: being particularly innovative.
- Being proactive: Taking charge of a situation or solving a difficult problem.

Nominations limitations

An employee cannot receive the Employee Recognition Scheme award more than once a year. However, there is no limitation on the number of times that an employee can be nominated for the Employee Recognition Scheme award.

Process of nomination

Any employee with at least three months service can be nominated for the title of Employee Recognition Scheme. This includes employees who work part time or on

fixed term contracts. Non employees (such as agency staff or contractors) cannot be nominated.

Nominations can come from colleagues, councillors, management or customers. Customers can complete a nomination card, these are available at the Guildhall, Community Library Hub or online at www.saltash.gov.uk .

All nominations must be in writing. The nomination must clearly state:

- the name of the individual who is being nominated;
- the name of the individual who is making the nomination; and
- the reason(s) for the nomination.

Nominations must be sent to the Town Clerk, or in the case of a nomination for the Town Clerk it should then be sent to the Chairman of the Personnel Committee two weeks prior to the Personnel Committee scheduled meeting. Customer nominations are collated by the Town Clerk as and when received.

Selection process

The Personnel Committee will be given details of the reason(s) why each person has been nominated. The names of the nominees and the nominator's will not be revealed to the Personnel Committee. Having been given the reason(s) for each nomination, the committee members will discuss them and decide on the most worthy nomination.

If two nominations receive equal votes, the final decision will be made by the Chairman of the committee who will enforce their casting vote.

Announcement

The Employee Recognition Scheme will be announced following the Personnel Committee meeting. The announcement will include:

- A list of all the employees nominated that quarter;
- A profile of the employee; and
- An explanation of what the individual did to achieve Employee Recognition Scheme status.

The announcement will be made at a team meeting.

The nature of the award

The primary reward is the achievement of the accolade “Employee Recognition Scheme”. All successful winners will be profiled on the Town Council social media subject to the permission of the employee.

In addition, the employee will receive vouchers to the value of £25 and a certificate.

Presentation and recording of the award

The Employee Recognition Scheme winner will be presented with a certificate, as detailed above at a team meeting. A photograph will be taken at the presentation, and this will be placed on the Town Council social media (with the permission of the employee).

The name of the employee will be displayed in the reception of the Guildhall subject to the permission of the employee.

Annual review

The Personnel Committee is responsible for carrying out reviews of the effectiveness of this scheme. It will do this by seeking the opinions of employees and management. As part of the review, alterations to the scheme will be considered to ensure that it continues to be an effective motivational tool for employees.

Personnel Committee - Personnel Budget 2024-25

Saltash Town Council
For the 6 months to 30th September 2024

Black text - budget assumptions
Red text - Actions required by FO
Purple text - new codes
Blue text - recommend virements

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST PE Staff Welfare	886	7,385	530	6,855	2,000	Based on 2024/25 Actual + CPI 3% Vire unused balance to 6691 ST PE Legal Fees & Welfare	2,560	2,747	2,948	3,164
6660 ST PE Staff Recognition	0	250	0	250	250	Current Budget (no increase)	250	250	250	250
6662 ST PE HR Professional Fees	13,073	9,380	5,398	3,982	10,815	Based on 2024/25 Actual + CPI 3%	10,065	10,800	11,589	12,435
Total Personnel Expenditure	13,959	17,015	5,928	11,087	13,065		12,875	13,797	14,787	15,849
Staff Training										
6678 ST PE Staff Training (Guildhall)	0	607	0	607	0	Includes Caretakers & Cleaners for all premises. Delete code & Recommend virement of unused balance to 6676 ST PE Staff Training (Service Delivery)	651	699	750	805
6682 ST PE Library Staff Training	371	1,182	186	996	1,218	Current Budget + CPI 3%	1,269	1,362	1,462	1,569
6656 ST PE P&F Staff Training	2,288	2,000	1,111	889	4,000	Increased to bring staff training up to date	2,146	2,303	2,471	2,651
6676 ST PE Service Delivery Staff Training	7,091	6,500	4,301	2,199	7,695	Current Budget + CPI 3% Increase to include Guildhall	12,122	13,346	14,694	16,178
Total Training Costs	9,750	10,289	5,599	4,690	12,913		16,188	17,710	19,377	21,203
Staff Salaries										
Guildhall Staffing Costs	26,270	56,239	13,142	43,097	0	Includes Caretakers & Cleaners for all premises. Delete code & Recommend virement of unused balance to Services Salary Costs	59,052	62,004	65,104	68,359
Library Salaries	144,061	169,277	72,620	96,657	175,533	NJC 2024/25 scale + 5%	177,741	186,628	195,959	205,757
P&F Salaries	318,508	361,524	159,065	202,459	461,875	NJC 2024/25 scale + 5%	387,915	416,234	446,617	479,221
Services Salaries	212,870	289,150	133,569	155,581	398,540	NJC 2024/25 scale + 5%	303,608	318,788	334,728	351,464
Total Staff Salaries	701,709	876,190	378,397	497,793	1,035,948		928,316	983,654	1,042,408	1,104,801
Other Staffing Cost										
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0	500	CC confirmed no increase for 2025/26	0	0	0	0
6659 ST PF Town Sergeant & Mace Bearer Fees	385	450	232	218	600	Based on 8 days civic occasions	0	0	0	0
Total Other Staffing Cost	885	950	732	218	1,100		0	0	0	0
Total Personnel Operating Expenditure	726,302	904,444	390,655	513,789	1,063,026		957,379	1,015,161	1,076,572	1,141,853
Total Personnel Operating Surplus/ (Deficit)	(726,302)	(904,444)	(390,655)	(513,789)	(1,063,026)		(957,379)	(1,015,161)	(1,076,572)	(1,141,853)
Personnel EMF Expenditure										
6691 ST PE EMF Legal Fees & Staff Welfare (Staffing)	0	4,398	0	4,398		To be agreed. Rename code	0	0	0	0
6694 ST PF EMF P&F Staff Contingency	0	45,371	0	45,371		P&F recommend Virement from 6661 ST PF Finance Consultancy Fees £9,097 ** See Notes Below	0	0	0	0
6696 ST GH EMF Guildhall Staff Contingency	0	17,399	0	17,399		Includes Caretakers & Cleaners for all premises. Delete code & Recommend virement of balance to 6700 ST SE Service Delivery Staff Contingency ** See Notes Below	0	0	0	0
6698 ST LI EMF Library Staff Contingency	0	5,000	0	5,000		** See Notes Below	0	0	0	0
6700 ST SE EMF Service Delivery Staff Contingency	6,421	48,169	0	48,169		** See Notes Below	0	0	0	0
6701 ST PE EMF Staff Recruitment	9,910	15,318	211	15,107		To be agreed	0	0	0	0
Total Personnel EMF Expenditure	16,331	135,655	211	135,444	0		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	742,633	1,040,099	390,866	649,233	1,063,026		12,875	13,797	14,787	15,849
Total Personnel Budget Surplus/ (Deficit)	(742,633)	(1,040,099)	(390,866)	(649,233)	(1,063,026)		(957,379)	(1,015,161)	(1,076,572)	(1,141,853)

**** Staff Contingency Adjustment - 10% of Salary Costs**

	Budget Available 2024/25	Virements 2024/25	2025/26 Salary Budget	10% of 2025/26 Budget	(Reduction) / Addition to Staff Contingency EMF Budget	
6694 ST PF EMF P&F Staff Contingency	45,371	9,097	461,875	46,187	(8,281)	Reduction to 2025/26 Precept
6698 ST LI EMF Library Staff Contingency	5,000	0	175,533	17,553	12,553	Addition to 2025/26 Precept
6700 ST SE EMF Service Delivery Staff Contingency	48,169	17,399	398,540	39,854	(25,714)	Reduction to 2025/26 Precept
Total Staff Contingency	98,540	26,496	1,035,948	103,595	(21,441)	Total Reduction of 2025/26 Precept

Total Personnel Budget Precept 2025/26	(1,041,585)	Total Precept 2025/26	(957,379)	(1,015,161)	(1,076,572)	(1,141,853)
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Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25	(913,494)
Precept 2025/26	(1,041,585)
Increase / (Decrease)	128,091
Difference as %	-14.0%