

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th May 2025 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, L Mortimore, J Peggs, P Samuels and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk / RFO), S Davies (HR Support Consultancy).

APOLOGIES: None.

1/25/26 TO ELECT A CHAIRMAN.

Councillor Peggs in the Chair to open the meeting and deliver agenda item 1.

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

It was proposed by Councillor Brady, seconded by Councillor P Samuels to nominate Councillor Brady.

No further nominations were received.

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

Councillor Peggs in the Chair.

2/25/26 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor P Samuels to nominate Councillor Brady, a seconder was not achieved.

It was proposed by Councillor Mortimore, seconded by Councillor Bullock to nominate Councillor Mortimore.

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

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Mortimore as Vice Chairman.

3/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/25/26 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.

5/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 27 MARCH 2025 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 Extraordinary Personnel Meeting held on 27 March 2025 were confirmed as a true and correct record.

6/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/25/26 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Members had no questions.

It was **RESOLVED** to note.

9/25/26 TO RECEIVE A REPORT ON THE LEVEL OF STAFF CONTINGENCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Responsible Finance Officer updated Members on the staffing contingency report received and contained within the circulated reports pack.

Members had no questions.

It was **RESOLVED** to note.

10/25/26 TO REVIEW THE 2025 CHRISTMAS PAYROLL DATE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to approve the adjustment of the December payroll date from the last Friday of the month to 19 December 2025 due to statutory holidays.

11/25/26 TO REVIEW THE PERSONNEL COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Quarter Four for the year 2024/25;

It was **RESOLVED** to note.

b. Quarter One for the year 2025/26.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to review and score quarter one of the Personnel Committee deliverables for the year 2025-26.

12/25/26 TO NOTE THE APPOINTMENT OF A COMMUNITY HUB ASSISTANT.

It was **RESOLVED** to note the appointment of a Community Hub Assistant to Saltash Library Hub on 19 May 2025.

13/25/26 TO NOTE THE RESIGNATION OF THE SENIOR POLICY AND DATA COMPLIANCE MONITORING OFFICER.

It was **RESOLVED** to note the resignation of the Senior Policy and Data Compliance Monitoring Officer as at 30 April 2025.

14/25/26 TO NOTE THE RESIGNATION OF THE COMMUNITY HUB TEAM LEADER.

It was **RESOLVED** to note the Community Hub Team Leaders notice of retirement as at 2 May 2025.

15/25/26 TO NOTE THE RESIGNATION OF THE PLANNING AND GENERAL ADMINISTRATOR.

It was **RESOLVED** to note the Planning and General Administrators notice of retirement as at 31 July 2025.

16/25/26 TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS.

Members were delighted to receive positive compliments from members of the public and commented on the quality and professionalism of all the staff at Saltash Town Council.

It was **RESOLVED** to note.

17/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL CHRISTMAS AND NEW YEAR OPERATIONAL HOURS FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council:

1. The Christmas shutdown period to commence at midday on Wednesday 24 December 2025 and reopen on Monday 5 January 2026;
2. Staff are not requested to allocate half-day annual leave on 24

December 2025;

3. Staff to allocate annual leave for the remaining working days during the Christmas period;
4. This will not apply to operational staff who are required to remain on duty during this period by an agreed rota system to carry out essential services only in the town.

18/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL 'SALTASH DAY' FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Mortimore, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Town Council to award all staff a Saltash Day on Friday 2 January 2026 subject to departmental rota's.

19/25/26 TO RECEIVE A REPORT ON THE ROLE OF THE TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council:

1. Approval of the attached job description for the position of Saltash Town Crier subject to HR Support Consultancy final check to ensure it complies with Employment Law;
2. To delegate to the Development and Engagement Manager working with the Mayor's Secretary to advertise for auditions for the role of Town Crier;
3. To delegate to the Development and Engagement Manager and Mayor's Secretary working with the Mayor of Saltash Town Council and a Town Crier from a neighbouring town to form the audition panel;

4. The associated cost of £25 per event be payable to the Town Crier through payroll allocated to budget code 6659 Town Sergeant and Mace Bearer Fees;
5. To delegate to the Mayor's Secretary to procure Town Council branded livery after the post holder has been in post for 12 months allocated to budget code 6272 Robe and Civic Regalia;
6. To purchase annual membership to the Ancient and Honourable Guild of Town Criers for Saltash Town Crier allocated to budget code 6272 Robe and Civic Regalia.

20/25/26 TO RATIFY THE AMENDED JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST COMMUNITY HUB TEAM LEADER.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to ratify the amended job description and person specification for the post of Community Hub Team Leader, as attached.

21/25/26 TO RECEIVE DRAFT JOB DESCRIPTIONS FOR THE TOWN SERGEANT AND MACE BEARER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to defer this item to the 31 July 2025 Personnel Committee meeting.

22/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

- a. Safeguarding;
(Pursuant to Extraordinary Personnel Committee meeting held on 19.12.24 minute nr. 63/24/25)

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** the amendments to the Safeguarding Policy, as attached, to Full Council to be held on 5 June 2025.

- b. Recruitment.

It was proposed by Councillor Brady, seconded by Councillor Stoyel

and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy, as attached, to Full Council to be held on 5 June 2025.

23/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Bullock, seconded by Councillor Brady 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. Engaging in such conduct may bring the Town Council into disrepute.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

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

Please ensure all CONFIDENTIAL papers are returned to the Town Clerk immediately after this meeting.

24/25/26 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training attended;

It was **RESOLVED** to note.

b. Training requests;

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to:

1. Approve for the Assistant Service Delivery Manager to attend the IOSH Managing Safely refresher course at a cost of £240 allocated to budget code 6676 SE PT Staff Training (Service Delivery);
2. Delegate to the Service Delivery Manager to manage the course booking subject to operational needs.

25/25/26

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

The Town Clerk informed Members of a Larger Councils Working Group forum to discuss strategic matters in our towns, share documents, and support one another in the role of Town Clerk. The first meeting is to be held on 3 June 2025 at Truro City Council.

The Town Clerk further informed Members that she would report from those meetings to the Town Council internal Chairs of Committees Group as appropriate.

It was **RESOLVED** to note.

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** to approve a private and confidential letter to be issued to the Town Clerk due to the confidential nature of the matter (private and confidential letter retained for internal audit check and private and confidential Personnel Committee minutes to record the decision made).

It was **RESOLVED** to note the rest of the Town Clerk's staffing report.

26/25/26

TO RECEIVE A REPORT ON THE STRUCTURE OF THE ADMINISTRATION DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED**:

1. To note that due to the operations of the Town Council, the position of Senior Policy and Data Compliance Monitoring Officer is no longer required;
2. To approve the Finance Officers recommendation to vire £19,977.49 to budget code 6694 P&F EMF Staff Contingency;
3. To delegate to the Office Manager / Assistant to the Town Clerk to outsource and oversee the work relating to GDPR reviews, access and freedom of information requests, obtaining best value, working within budget code 6662 Professional Fees, reporting to the relevant committee;
4. To **RECOMMEND** to Full Council to be held on 5 June 2025 to withdraw the Senior Policy and Data Compliance Monitoring Officer role from the Town Council's organisation structure with immediate effect, liaising with HR Support Consultancy to ensure changes comply with Employment Law.

27/25/26 TO RECEIVE EXIT INTERVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

28/25/26 TO RECEIVE NOMINATIONS FOR THE EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To award two Community Hub Assistants with the Employee Recognition Scheme for customer service, exceptional effort, being proactive;
2. To purchase a voucher each to the value of £25 allocated to budget code 6660 Staff Recognition;
3. To present certificates;
4. To promote on social media and display in the reception of the Guildhall subject to staff permissions.

29/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

Nothing to report.

30/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

31/25/26 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 July 2025 at 6.30 pm

Rising at: 8.22 pm

Signed: _____
Chairman

Dated: _____

Town Crier Job Description

Job Title: Town Crier

Line Manager: Development and Engagement Manager

DUTIES:

1. To be given an official position within Civic Parades as per the Civic Event Order of Precedence Protocol.
2. Where the Town Crier is present in a private capacity, or other than as Town Crier, he/she will not form part of the Civic Parade.
3. The Crier may also be engaged for publicity or other purposes from time to time by the Town Council at the same rate of remuneration.
4. To attend all civic functions held within Saltash as required.
5. To wear the necessary costume at civic/ceremonial functions (costume to be provided by Saltash Town Council).
6. To act as announcer and or toastmaster at any organised social function organised by the Mayor or the Town Council
7. To write own cries/announcements for approval by their line manager.
8. To assist the Mayor's Secretary/Receptionist with the upkeep of all uniform and equipment associated with the post.

CONDITIONS OF SERVICE:

The Town Crier will:

- a) Wear the costume associated with the function.
- b) £25 per occasion attendance will be paid.
- c) The Town Crier will be required to attend the following Civic functions on dates to be decided each year:

Mayor Making

Civic Service

In addition, there are other annual and occasional events that by invitation may have a Civic Parade i.e. Saltash Regatta.

RESTRICTIONS:

The Town Crier whilst in costume with or without seals may not to make any political statements or be involved in any political activity, or any other activity that might be reasonably considered detrimental to the image of the council.

COSTUME:

Any costumes provided by the Town Crier will remain their property;

Additional necessary costumes funded by the Town Council will remain the property of the Town Council.

COMMUNITY HUB TEAM LEADER – JOB DESCRIPTION

Hours:	37 hours per week. Monday to Sunday, hours variable over 5 days, forming part of the Saltash Library Hub rota
NJC scale:	NJC 18 - 23
Responsible to:	Town Clerk / Responsible Finance Officer (RFO)
Purpose of job:	To be fully responsible for Saltash Library Hub and community development and events/activities
Place of Work:	Your normal place of work is Saltash Library. However, you may be required to work at any of our other locations within Saltash, now or in the future, depending upon business needs

JOB PURPOSE

To oversee the daily operations of a library and community hub, fostering a welcoming environment that promotes social connections, community engagement, and access to resources. This role involves full operations of Saltash Library Hub, managing staff, developing annual events and activities, managing the books, and building partnerships to meet community needs.

To ensure day-to-day smooth running of the Saltash Library Hub.

To ensure effective communication between Saltash Library Hub and across other Town Council departments.

To build good, professional working relationship with colleagues, Town Councillors, key stakeholders and members of the public.

To ensure effective spend of the Town Council budgets in line with the Town Council policies, procedures, standing orders, financial regulations and the business plan.

To ensure effective budget management to achieve financial stability and success.

The Community Hub Team Leader will be a member of the Senior Management Team.

RESPONSIBILITIES

1. To manage and maintain the library and community hub to a high standard by following various instructions i.e. policies, procedures, verbal, to name a few.
2. To be responsible for developing, implementing, managing and overseeing Saltash Library Hub social media and press releases abiding by the relevant Town Council policy and procedures on communication, social media and branding guidelines.
3. To be responsible for developing Saltash Library Hub outreach work in a professional and positive manner, being the face of Saltash Town Council, promoting services, developing programs, networking, evaluating effectiveness and identifying needs.

4. To work in partnership with Cornwall Council to deliver an excellent book service to the community and for IT and computer needs to run the Library Hub.
5. To be responsible for stock management by managing the library hub book collection, including acquiring new materials, maintaining the existing collection / stock rotation, removing very overdue loans from customer accounts, rebinding of books, distribution of withdrawn stock, sale of books, and ensuring stock remains relevant and accessible to the needs of the community.
6. Identifying and implementing business and community engagement opportunities with stakeholders to ensure that the service meets local needs and recommends options for future development.
7. To develop business and community networking promoting Saltash Library Hub facilities, services, events, activities and creating opportunities.
8. To develop key relationships to enable Saltash Library Hub to be part of successful events and activities held across the town.
9. To be responsible for the monthly library hub banking operations, such as, record-keeping and receipts, facilitate sale of tickets, ensuring sufficient funds are available during the month, maintain the cash float at the authorised amount and ensure it is securely stored and reconciled regularly, transfer the correct banking balance to the finance department at month end, and report any discrepancies directly to the Finance Officer.
10. To research funding opportunities and submit bids to deliver a number of Saltash Library Hub services reducing pressure to the Town Council library budget and overall Town Council precept – following the Town Council Funding Strategy procedure.
11. To be responsible for managing the library budget in order to deliver services and achieve goals efficiently, economically and sustainably.
12. To be responsible for dealing with customer complaints in accordance with the Town Council Complaint Handling and Customer Behaviour Policies, advising customers of the applicable procedures, proactively resolving wherever possible.
13. To work within the Library Sub Committee's Terms of Reference to develop Saltash Library Hub services reporting directly to the Town Clerk / RFO and the Library Sub Committee.
14. To act as an ambassador for the Town Council to our staff and customers.
15. To work in accordance with the Town Council's policies and procedures.
16. To attend relevant training to update your skills and competencies (as and when required) to continue to develop the Library Hub in a positive way.
17. To be responsible for managing and monitoring a team to ensure it performs successfully to achieve the business and service objectives plus events for the Town.
18. Motivating and developing team members to maintain an effective workforce capable of meeting its objectives.

19. To independently line manage the library staff providing inspiring leadership, guidance and mentoring support including setting six monthly and annual objectives, carrying out 1:1s as required and completing annual performance reviews.
20. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement for yourself and the team.
21. To be responsible for ensuring the day-to-day smooth running of Saltash Library Hub and that all enquiries are dealt with in a polite and timely manner.
22. To be responsible for ensuring the library area is well presented and clean and tidy at all times.
23. To play an active role as a line manager in role modelling the behaviours and core values of the Town Council.
24. To maintain confidentiality at all times.
25. To be responsible for effective management of health and safety at Saltash Library Hub.
26. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
27. To attend management meetings, contributing towards the shared goal of achieving organisational excellence.
28. To be an advocate for the Town Council business plan.
29. Contribute to the Town Council business plan for both the implementation of the current plan and progress the development for the town's business plan for the future.
30. To provide cover for library staff when required and any other department as directed by the Town Clerk / RFO.
31. To work in accordance with the Town Council's policies and procedures.
32. Undertake other delegated duties appropriate to the grading of the post.
33. To be responsible for ensuring Saltash Library Hub is compliant with General Data Protection Regulations.
34. 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.
35. The job description will be reviewed annually by the Town Clerk / RFO as necessary and may be changed in the light of experience and in consultation with the post-holder.
36. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

Person Specification: Community Hub Team Leader

Attribute	Essential	Desirable
Education and Training	<p>Educated to 4 GCSEs (A-C) including English and Maths, or equivalent</p> <p>Relevant administration, business and IT qualifications</p> <p>Demonstrate experience of working within a customer focused environment proving excellent standard of customer service</p> <p>Management or supervisory skills training</p> <p>Institution of Occupational Safety and Health (IOSH)</p>	<p>A-level qualification or equivalent</p> <p>Formal librarian qualifications</p>
Experience	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council</p> <p>Administration experience at a senior level</p> <p>Strong organisational skills</p> <p>Demonstrate an enthusiasm for books and reading</p> <p>Experience of comprehensive report writing</p> <p>Ability to create clear and impactful written and design material</p> <p>Financial management experience including budget management</p>	<p>Experience of customer management systems</p> <p>Demonstrate an understanding of library stock policy</p> <p>Demonstrate an understanding of local government services provided by Saltash Town Council</p>

	<p>Ability to handle a range of queries on the telephone with a clear and precise manner and via email and letter answering and referring on as appropriate</p> <p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to work to strict deadlines, organise and prioritise own workload effectively</p> <p>Demonstrates ability to maintain attention to detail, good analytical skills and the ability to interpret information</p> <p>Experience being responsible for Human Resources procedures and staff training</p> <p>Knowledge of general office practices and procedures</p> <p>Understand and apply the principles of legislation relating to Data Protection, Safeguarding and Health and Safety in the workplace</p>	
Management of people	<p>Line management experience</p> <p>Ability to successfully manage, motivate and develop the team to a high standard</p> <p>Excellent listening and problem-solving skills</p> <p>Being a good team player with the ability to work well with colleagues and acknowledge the different ideas, perspectives and backgrounds of others</p>	

Skills and knowledge	<p>Excellent organisational skills</p> <p>Experience of setting up and maintaining both computerised and manual filing systems</p> <p>Displays empathy and patience with customers and has knowledge of techniques for dealing with challenging behaviours</p>	<p>Ability to understand the legal framework in which the Town Council operates</p> <p>Experience of Town Council operations</p> <p>Ability to understand budgets</p>
Strategic Thinking	<p>Ability to think, plan and work strategically and methodically</p> <p>Develops and implements long-term strategic plans that align with the Town Council goals, demonstrating an ability to think beyond immediate tasks and deadlines</p>	
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Good face-to-face and telephone communication skills and able to understand the needs of customers</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with colleagues, Town Councillors, Cornwall Councillors, key stakeholders and the public</p>	

<p>Personal Qualities</p>	<p>Enthusiastic and self-motivated with a desire for continuous improvement</p> <p>Able to deliver results and manage customer expectations</p> <p>Ability to cope with conflicting demands, deadlines and interruptions. To work to tight deadlines in a methodical manner observing confidentiality at all times</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p> <p>A commitment to the protection and safeguarding of children, young people and vulnerable adults</p> <p>An ability to organise work and manage time effectively</p> <p>Demonstrates creative thinking and innovative approaches</p>	
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Working Collaboratively	<p>Deliver exceptional customer service – understand and are attentive to the needs of the Town Council and residents</p> <p>Listen to the views of others</p> <p>Support and show consideration for others</p> <p>Work well with colleagues and key stakeholders and acknowledge the different ideas, perspective and backgrounds of others</p> <p>Be honest, respectful of others and effective at building relationships of trust</p> <p>Share your achievements and acknowledge the achievements of others</p>	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of SharePoint and office packages including Word, Excel, PowerPoint and Outlook</p> <p>Professional knowledge of Canva, Efinity and other design software's</p>	<p>European Computer Driving Licence (ECDL)</p> <p>Previous experience using Soprano, Talis, HR, finance and administration Systems</p>
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	

Other relevant factors	<p>Ability to attend Committee, Sub Committee and Town Council meetings which would require working out of normal office hours (evenings)</p> <p>The position is subject to a Data Barring Service Check (DBS)</p> <p>Undertake other delegated duties appropriate to the post and be adaptable to changing work patterns</p>	A full driving licence and access to a vehicle
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Safeguarding Policy

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	ATM
Date	02.05.2024	Responsible Officer	AJT
Minute no.	64/24/25c(13)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
08.2017	1	CC/SB	FTC 03.08.2017	213/17/18	From training
07.2019	2	CC/AJT	P&F 23.07.2019	64/18/20b	Updated model
11.2021	3	AJT	FTC 01.12.2022	280/22/23f	Reviewed as STC services expand
05.2023	2023	AJT	ATM 04.05.2023	65/23/24c(xiv)	Readopted
02.2024	2024	AJT	P&F 27.02.2024	156/23/24c(15)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Rec. from P&F. Approved.
05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(13)	Readopted
5.2025	2025	DJ	Personnel 29.05.2025	22/25/26	Recommended to FTC 5.06.25

Document Retention Period
Until superseded

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Safeguarding Policy

Executive Summary

The Town Council is committed to ensuring the safety, well-being, and protection of all individuals, particularly vulnerable groups, employees, and council members. This policy establishes clear principles and procedures to prevent abuse, neglect, or exploitation and foster a secure environment.

Key Commitments:

- **Prevention** – Strengthening safeguarding through robust screening, training, and awareness initiatives.
- **Reporting & Response** – Providing clear channels for reporting concerns and ensuring swift, appropriate action.
- **Accountability & Compliance** – Adhering to legal and ethical safeguarding standards with regular audits and reviews.
- **Workplace Protection** – Safeguarding employees against harassment, discrimination, and workplace risks.

Through these measures, the Town Council fosters trust, promotes well-being, and ensures a safe community for all stakeholders.

Introduction

Saltash Town Council (STC) acknowledges that safeguarding children, young people, adults at risk, and its employees is a shared responsibility. All staff, whether through direct or indirect contact with children, vulnerable adults, and those at risk, or through access to sensitive information, have a duty to uphold safeguarding principles. Additionally, staff must be protected from any risks associated with their roles, ensuring a safe and supportive working environment.

In addition, STC is committed to promoting staff welfare by fostering a safe and supportive work environment, ensuring that employees feel protected, valued, and equipped to fulfil their safeguarding responsibilities effectively while feeling secure in their roles within STC.

Purpose of Policy

The purpose of this policy is to make sure that all Members, employees, volunteers and contractors are aware of what is required in relation to the protection of children, young people and vulnerable adults.

The policy will set out the duty to safeguard and promote the welfare of children, young people and vulnerable adults and how this will be implemented by Saltash Town Council in the discharge of its duties as well as references to how the Town Council will safeguard its employees.

This is a joint policy as there are similarities in many of the actions needed to safeguard children and young people and to safeguard vulnerable adults.

However, the Town Council recognises that there are also some distinct differences between these groups, and these are reflected in this document and relevant supporting policies and guidance.

Policy Statement

To develop procedures and good practice within Saltash Town Council to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people, vulnerable adults and staff. This includes creating a safe working environment, protecting employees from harm, and ensuring their well-being in all safeguarding matters.

To provide evidence of how this is being implemented within its own organisation and within multi-agency working arrangements and of its plans to address any gaps in these arrangements.

Saltash Town Council is committed to taking all reasonable precautions to safeguard the welfare of children, young people and vulnerable adults that use its services and will promote a safeguarding culture and environment. The Town Council actively promotes a safeguarding culture and environment, ensuring the safety and well-being of all individuals, including Town Councillors and staff.

- We will endeavour to keep children, young people and vulnerable adults safe from abuse.

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

Policy Application

This policy applies to:

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

NOTE: It is not the role of Saltash Town Council to investigate allegations of abuse.

However, all Members, employees, volunteers and contractors working in partnership with Saltash Town Council have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim or at risk of significant harm or abuse.

All partners and wholly owned companies should have regard to Saltash Town Councils policy and ensure that their individual policies are not at odds with it.

Saltash Town Council expects that any organisation wishing to provide, or providing, services where staff are employed to work directly or indirectly with children, young people or vulnerable adults are able to demonstrate standards of safeguarding commensurate with those expected of statutory organisations.

DRAFT

Safeguarding Children and Young People

Definitions for the purposes of this policy

A child is “anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989. (See Children’s Act 2004).

An adult is anyone over 18 years of age.

A vulnerable adult is a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse (Department of Health).

What do we want to achieve for our children?

Saltash Town Council aims to ensure that children in Saltash, Cornwall achieve the five outcomes for Children that are identified in the Children Act 2004, which are: -

- Be Healthy – physical and mental health and emotional well-being
- Stay Safe – prevention and protection from harm and neglect
- Enjoy and Achieve – education, training and recreation
- Make a positive contribution to society
- Achieve Economic and Social Well-being.

What does this mean?

“Safeguarding and promoting the welfare of children” means:

- protecting children from maltreatment;
- preventing the impairment of children’s mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

Legal framework

Saltash Town Council does not have a legislative role in safeguarding and promoting the welfare of children as defined in Chapter 3 of the statutory guidance to the Children Act 2004, ‘Working Together to Safeguard Children’,

However Saltash Town Council recognises it is a local organisation that works alongside children and families and as such can and must therefore play an important role when it comes to safeguarding children.

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

(https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf)

Section 11 of the Children Act 2004

(<https://www.legislation.gov.uk/ukpga/2004/31/section/11>)

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

Section 16 of the Children Act 2004, which states that local authorities and each of the statutory partners must, in exercising their functions relating to Local Safeguarding Children boards, have regard to any guidance given to them by the Secretary of State.

Working Together 2023 aims to help professionals understand what they need to do, and what they can expect of one another, to safeguard children. It focuses on core legal requirements making it clear what individuals and organisations should do to keep children safe. In doing so, it seeks to emphasise that effective safeguarding systems are those where:

- the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates;
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care;
- high quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child;
- all professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.

If staff have concerns about the outcome of a referral they are to escalate the concern by contacting the Designated Safeguarding Lead or if not appropriate, the Town Clerk.

Safeguarding Vulnerable Adults

Definition

A vulnerable adult is a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

The Care Act 2014 sets out statutory duties for safeguarding adults. Under section 42 of the Care Act 2014 safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. The adult experiencing, or at risk of abuse or neglect will be referred to as the adult throughout this policy.

What do we want to achieve?

Saltash Town Council works to the Care Act – Six key principles of adult safeguarding (Care Act Guidance, paragraph 14.13):

Everyone has the right to live his or her life free from violence, fear and abuse.

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

Saltash Town Council will ensure that all members of staff know or can easily find out what they need to do if they have a concern about the abuse or neglect of vulnerable adults.

What does this mean?

Staff will be able to recognise abuse. The main forms of abuse are divided into the following categories:

- Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions
- Sexual abuse – including rape, sexual assault, sexual acts to which a person has not consented, could not consent or was pressurised into consenting
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, withdrawal from services or supportive networks
- Financial or material abuse – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition, and heating
- Discriminatory abuse – including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- Institutional abuse, neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

[\(No Secrets: guidance on protecting vulnerable adults in care - GOV.UK\)](#)

Safeguarding Employees and Members:

Definition:

Safeguarding employees refers to the measures and policies put in place to protect workers from harm, abuse, discrimination, harassment and unsafe working conditions. It ensures their physical, emotional, and professional well-being while fostering a safe and respectful workplace.

Key aspects of safeguarding employees include:

- Health & Safety – Providing a secure work environment free from hazards.
- Protection from Harassment & Discrimination – Ensuring fair treatment and addressing workplace misconduct.
- Mental Well-being Support – Offering resources to support employees' emotional health.
- Clear Reporting Channels – Establishing procedures for employees to raise concerns safely.
- Legal & Ethical Compliance – Adhering to employment laws and safeguarding regulations.

What do we want to achieve?

- Protecting Well-being – Ensuring employees' physical and mental health through robust workplace policies.
- Preventing Harassment & Discrimination – Establishing clear guidelines to address misconduct and promote inclusivity.
- Providing Safe Working Conditions – Meeting health and safety standards to minimize risks.
- Encouraging Open Communication – Giving employees clear channels to report concerns without fear of retaliation.
- Ensuring Compliance – Adhering to employment laws and ethical safeguarding practices.

What does this mean:

The Town Council will ensure the effective implementation of safeguarding measures through regular training, policy reviews, and open communication. Employees will be encouraged to contribute to a safe workplace and report concerns responsibly.

Saltash Town Council addresses a range of safeguarding concerns across its policies. For further guidance on expected standards of behaviour and conduct for Town Council staff, please refer to the following policies:

- Zero Tolerance Policy
- Complaint Handling and Unreasonable Customer Behaviour Policies
- Employee Handbook
- Equality and Diversity
- Code of Conduct
- Protocol for Member Officer Relations

How to report a safeguarding concern

Councillors and staff will respond appropriately when they see or are concerned about abuse. This means that councillors and staff will report and record their concerns about abuse.

If Councillors or staff have any concerns about a child's or vulnerable adults' welfare they should act immediately.

Contact the **Multi Agency Referral Unit (MARU)** on **0300 123 1116**

(see <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/>)

If the concerns arise out of office hours contact **01208 251300**. Please ensure you have as much factual information, about the child/vulnerable adult, as possible when you telephone and include:

- Full name
- Date of Birth
- Address
- Family details
- Factual information about concerns identified.

Telephone calls will need to be followed up in writing by completing the multi-agency referral form. This is available from the Cornwall and Isles of Scilly Safeguarding Children Partnership website <https://ciossafeguarding.org.uk/>

Staff members who need to report a safeguarding concern should contact their line manager in the first instance. If their line manager is unavailable, they may reach out to the Office Manager / Assistant to the Town Clerk, or the Town Clerk.

The Town Clerk is responsible for reporting safeguarding concerns to the Personnel Committee for further review. This ensures that operational requirements are being met and that all legal responsibilities are upheld.

Responsibilities for Safeguarding

Saltash Town Council will ensure that:

- All Town Councillors and staff are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- There is a named Safeguarding Lead who has undertaken appropriate training and will regularly attend training updates.
- The Town Council is responsible for safeguarding its employees, ensuring a safe, supportive, and respectful working environment free from harassment, discrimination, and workplace risks.

Designated Safeguarding Officer / Lead

The Designated Safeguarding Officer / Designated Safeguarding Lead is the Community Hub Team Leader

In the absence of the Community Hub Team Leader the Deputy Designated Safeguarding Officer / Lead the Office Manager / Assistant to the Town Clerk is the point of contact.

The Town Council will ensure it meets its responsibilities by:

1. Undertaking Safer Recruitment¹

Where appropriate, utilising the Disclosure and Barring Service, particularly staff who work or have contact with children, young people, vulnerable adults and their families or carers.

Staff employed by the Town Council have training so that they know of the appropriate procedures in place, and of their role in responding to concerns about children, young people, vulnerable adults and other safeguarding matters.

In collaboration with partners, for example Cornwall Council, safeguard and promote the welfare of children, young people and vulnerable adults.

Any concerns are recorded and passed over to other agencies.

¹ Recruitment and Selection Policy applies

2. Training and Awareness²

Councillors and staff will be advised on the boundaries of appropriate behaviour as part of their employee and volunteer induction and informed of the relevant policies. Basic level training is undertaken on a regular basis by employees and working in frontline areas delivering services that are used by members of the public. Councillors to undertake basic level training and made aware of safeguarding information as part of their induction.

3. Policy Objectives

Saltash Town Council is committed to making safeguarding a fundamental principle, ensuring it becomes an integral part of Town Council culture and responsibility.

The Town Council's goal is to embed safeguarding as a shared duty—one that is understood and embraced by everyone.

By "everybody's business," it means that all staff and Councillors, across all areas of the organisation, have a responsibility to safeguard and protect children, families, vulnerable adults, and fellow employees. Everyone plays an active role in promoting a safe environment and working together to prevent harm.

- For this policy to be effective it is essential that each person has an applied understanding of what safeguarding means,
- knows that safeguarding is everyone's responsibility,
- knows the signs and symptoms of potential harm,
- knows how to access safeguarding information, advice and guidance, and is committed to making an informed contribution to safeguard children, young people and vulnerable adults.

It is imperative that Councillors as individuals and the Town Council as a body, fully understand the community that they serve and the many and varied risks that exist within that community related to safeguarding not only children, but the vulnerable adults in the area.

Knowledge and understanding about safeguarding will also enable all Councillors to be vigilant about possible threats or dangers which may be occurring in the community such as Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) or Right-Wing Activism.

The Town Council's appointed DSL (Designated Safeguarding Lead), will use information shared by the police to inform their actions around safeguarding.

² Employee Handbook

All members of the Town Council should understand what they must do if they are concerned about a child or adult and should be able to articulate that responsibility.

Safeguarding Children and Young People

The following principles will underpin all the Town Council's connection with children and young people.

Our approach will be: -

- Child centred – seeing and listening to children and young people
- Rooted in understanding child development
- Support the achievement of best possible outcomes for children
- Holistic in approach – seeing the whole of the child and not just aspects of their lives
- Understand diversity, the impact of discrimination and how to ensure equality of opportunity
- Respect for the views of parents/carers
- Identify and build on strengths and protective factors, as well as identifying and addressing difficulties and risks
- Work collaboratively, sharing information as appropriate
- Provide support as a continuing process not for brief periods in relation to particular events
- Achieve good standards in safeguarding practice consistently and be informed by evidence.

Safeguarding Vulnerable Adults

The following principles will underpin all the Town Council's connection with vulnerable adults:

- Everyone has the right to live his or her life free from violence, fear and abuse
- Everyone has the right to be protected from harm and exploitation
- Everyone has the right to independence, which carries with it a degree of risk.

Specific Safeguarding Issues

There are specific issues that have become critical issues in Safeguarding that Saltash Town Council will endeavour to ensure ALL their staff and Town Councillors are familiar with, this list is illustrative rather than exhaustive:

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE)
- Domestic Abuse
- VAWG (Violence Against Women and Girls)
- Drugs
- Child criminal exploitation – county lines
- Children with family members in prison
- Faith abuse
- Female Genital Mutilation (FGM)
- Gender based violence / Violence against women and girls
- Hate
- Mental Health
- Homelessness
- So called 'Honour based' violence
- Peer on peer abuse
- Sexual violence and sexual harassment
- Preventing Radicalisation
- Online abuse/Sexting
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family

- Poor parenting (this can be in relation to babies and young children).

Domestic Abuse:

Operation Encompass children are has strived over the last 11 years to ensure that children are victims of domestic abuse in their own right and should be acknowledged as such.

In the DA ACT 2021 Children were recognised as victims of Domestic Abuse in their own right. Domestic Abuse is likely to be the commonest form of abuse that children in our community experience

Domestic abuse may take many forms – Saltash Town Council has endorsed Operation Encompass, a charitable organisation set up in 2011. This is a police and education early information sharing partnership enabling schools to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the Police with a school's Key Adult prior to the start of the next school day after officers have attended a domestic abuse incident thus enabling appropriate support to be given, dependent on the needs and wishes of the child.

Equality and Diversity

This policy should be read with Saltash Town Council's Equal Opportunities Policy and the Equality, Diversity and Inclusion Policy. Equality is based on the idea of fairness whilst recognising that everyone is different, and diversity is about the ways in which people differ and about recognising that differences are a natural part of society. Saltash Town Council expects that all Town Councillors, staff and volunteers who come into contact with children, young people and vulnerable adults treat them as individuals and make them feel respected and valued as an essential part of our commitment to safeguarding children, young people and vulnerable adults.

Confidentiality and Information Sharing

Confidentiality needs to be fully understood by all those persons who come into contact with children, young people and vulnerable adults, particularly in the context of safeguarding. No adult must ever guarantee confidentiality to any individual including parents, children and colleagues. Staff should always make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken.

Wherever possible, consent should be obtained before sharing personal information with third parties.

Supporting Staff

Saltash Town Council recognise that staff may find dealing with safeguarding concerns very difficult and upsetting. It is hoped that in such situations the individual staff member would be able to talk to the DSL - Community Hub Team Leader (or in the case of the absence of the CHTL the deputy DSL – Office Manager / Assistant to the Town Clerk) who can then make enquiries into what support may be available for the individual member of staff.

4. Running safe activities and events

4.1. Risk evaluation and management

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

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

4.2. Information and consent

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

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

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

4.3. Use of photography and video

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

4.3.1. Events held at Saltash Library

The procedures in the Photography and Filming Statement at Saltash Library Hub (Appendix 2) should be followed.

4.3.2. Events held at the Guildhall

Where events are held at the Guildhall, the Officer leading the event will follow the procedures laid out in Appendix 1.

4.3.3. Photography/Filming to record STC work/activities

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

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

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

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

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

No photography or filming should be recorded on personal devices.

The procedures outlined in Appendix 2 should be followed, adapting as required to meet the requirements of the event.

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

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

Photography/Filming to record STC work/activities

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

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

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

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

Appendix 2 - Photography and Filming at Saltash Library Hub

Photography and Filming at Saltash Library Hub*

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

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

The purpose of this document is to:

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

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

We recognise that:

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

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

- Always asking for written consent from a child and their parents or carers before taking and using a child's image;
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children;
- Only using the first names of children if we need to identify them;
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo);
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information);
- Reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing, including safety wear if necessary;
- Using images that positively reflect young people's involvement in the activity.

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

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

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

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

- Providing the photographer with a clear brief about appropriate content and behaviour;
- Ensuring the photographer wears identification at all times;

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

Photography and/or filming for wider use

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

They should provide:

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

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

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

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

Storing images

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

DRAFT

Recruitment and Selection Policy

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	2025	Approved by	P&F
Date	11.03.2025	Responsible Officer	AJT
Minute no.	164/24/25a(8)	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	24/24/25b	Amendment – advertising pages; staff references.

					Recommendation to FTC.
06.2024	2024	AJT	FTC 04.07.2024	116/24/25b	Approved.
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03.2025	2025	AJT	P&F 11.03.2025	764/24/25a(8)	Review by Personnel Committee noted.

Document Retention Period

Until superseded

Recruitment and Selection Policy

Policy Overview:

The Town Council Recruitment and Selection Policy outlines the principles and procedures the Town Council follows when hiring staff. It ensures that recruitment is fair, transparent, and aligned with organisational needs.

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 of the Town Clerk, the Office Manager/ Assistant to the Town Clerk.

Other relevant policies:

- Disability Employment Policy
- Equality and Diversity Policy

Saltash Town Council's approach to Recruitment

The Town Council aims at all times to recruit the person who is most suited to the job. Recruitment and selection will be based on the applicant's abilities and individual merits, measured against the Job Description and Person Specification

Internal applications will be welcomed and considered should staff have the relevant skill set that meet the job criteria.

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 several 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 and interviewed prior to 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, CALC. 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.

Applicant Communication

Due to the high volume of applications that may be received, it may not be possible to respond to every applicant. Only candidates selected for further consideration will be contacted. An automatic out-of-office response will be set to the HR mailbox to ensure clear communication and transparency for all applicants.

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 via the Town Council HR mailbox, managed by the Administration Officer. No interviewing Officers or Councillors will have sight of applications until the shortlisting takes place.

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

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 Office Manager/ Assistant to the Town Clerk to file.

Shortlisted candidates to be invited for interview are to be determined by the highest total score.

The number of interviewees is to be agreed by the shortlisting panel based on the applicants experience and qualifications against the job description and person specification.

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 shortlisting panel form the interview panel and 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 original shortlisting panel - 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 questions may be asked as indicated by the candidate answers.

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

All notes taken during the interview process must only be completed on the interview score sheet provided.

The Line Manager is responsible for collecting all paperwork and passing to the Office Manager/ Assistant to the 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 Office Manager/ Assistant to the 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.

3. References

References will only be contacted once a formal job offer has been made.

Candidates must give written consent prior to contacting referees.

Applicants must provide the details of two referees. One must be their most recent employer. If they're currently in, or have recently completed, full-time education, one referee should be from their school, college, or university. Referees must not be relatives * or personal friends and should be able to provide a professional or academic reference.

* If a family member is also the employer, the candidate must provide additional referees who are not related to ensure an unbiased reference process.

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) – Office Manager/ Assistant to the Town Clerk to ensure compliance.
4. Where a post becomes vacant within six months of the successful applicant taking up post, the interview panel 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.