



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

23 May 2025

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 29th May 2025 at 6.30 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows  
Town Clerk/ RFO

**To Councillors:**

J Brady R Bullock L Mortimore J Peggs P Samuels B Stoyel	All other Councillors for information
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## **Agenda**

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
6. To receive and approve the minutes of the Extraordinary Personnel Committee held on 27 March 2025 as a true and correct record. (Pages 5 - 8)
7. To consider Risk Management reports as may be received.
8. To consider Health and Safety reports as may be received.
9. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Pages 9 - 12)
10. To receive a report on the level of staff contingency and consider any actions and associated expenditure.
11. To review the 2025 Christmas payroll date and consider any actions and associated expenditure.
12. To review the Personnel Committee's Business Plan Deliverables and consider any actions and associated expenditure:
  - a. Quarter Four for the year 2024/25; (Pages 13 - 20)
  - b. Quarter One for the year 2025/26.
13. To note the appointment of a Community Hub Assistant.
14. To note the resignation of the Senior Policy and Data Compliance Monitoring Officer.
15. To note the resignation of the Community Hub Team Leader.
16. To note the resignation of the Planning and General Administrator.

17. To receive staff compliments and consider any actions. (Pages 21 - 24)
18. 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 (Pages 25 - 27)
19. To receive a report on the Town Council 'Saltash Day' for the year 2025/26 and consider any actions and associated expenditure. (Page 28)
20. To receive a report on the role of the Town Crier and consider any actions and associated expenditure. (Pages 29 - 34)
21. To ratify the amended job description and person specification for the post Community Hub Team Leader. (Pages 35 - 43)
22. To receive draft Job descriptions for the Town Sergeant and Mace Bearer and consider any actions and associated expenditure.
23. To receive amendments to the following policies and consider any actions:
  - a. Safeguarding; (Pages 44 - 75)  
**(Pursuant to Extraordinary Personnel Committee meeting held on 19.12.24 minute nr. 63/24/25)**
  - b. Recruitment. (Pages 76 - 87)
24. Public Bodies (Admission to Meetings) Act 1960  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

Chairman to confirm the Personnel Meeting is now in Part Two.

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

25. To receive reports on staff training and consider any actions and associated expenditure:
  - a. Training Attended;
  - b. Training Requests;
26. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
27. To receive a report on the structure of the Administration Department and consider any actions and associated expenditure.
28. To receive exit interviews and consider any actions and associated expenditure.
29. To receive nominations for the Employee Recognition Scheme and consider any actions and associated expenditure.
30. To consider any items referred from the main part of the agenda.
31. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 31 July 2025 6.30 pm

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 27th March 2025 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk).

**APOLOGIES:** None.

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#### **93/24/25      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **94/24/25      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.

#### **95/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 27 FEBRUARY 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 Martin, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 27 February 2025 were confirmed as a true and correct record.

**96/24/25      TO NOTE THE RESIGNATION OF THE COMMUNICATIONS AND ENGAGEMENT OFFICER.**

It was **RESOLVED** to note the Communication and Engagement Officer's resignation and that the role is currently being advertised.

**97/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

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

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

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

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

Members noted the Chairman's statement.

98/24/25

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

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council held on 3 April 2025 to:

1. Revert the Responsible Finance Officer (RFO) role to the Town Clerk post;
2. Update the Town Clerk job description to encompass the responsibilities of the RFO (as attached);
3. Revert the Finance Officer / RFO role to Finance Officer role only;
4. Update the Finance Officer job description to encompass the responsibilities of the Finance Officer only (as attached);
5. Update the Town Council Organisation Structure (as attached) to reflect the changes that were originally agreed by the Personnel Committee under the Private and Confidential session.

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

1. Issue Private and Confidential HR letters to the Town Clerk / RFO and Finance Officer subject to Full Council approval to the above recommendation (P&C letter retained for internal auditor check);
2. Provide the Town Clerk external support to fulfil the responsibilities of the Responsible Finance Officer as necessary reporting back to the Personnel Committee;
3. Work within budget code 6694 PF EMF Staff Contingency.

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

99/24/25

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**DATE OF NEXT MEETING**

Thursday 26 June 2025 at 6.30 pm

Rising at: 7.55 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_



Personnel Committee - Personnel Budget 2025-26  
Saltash Town Council  
For the month to April 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Personnel Operating Expenditure				
Personnel Expenditure				
6654 ST PE Staff Welfare	1,621	2,000	695	1,305
6660 ST PE Staff Recognition	25	250	0	250
6662 ST PE HR Professional Fees	11,119	10,815	231	10,584
Total Personnel Expenditure	12,766	13,065	926	12,139
Training Costs				
6682 ST PE Staff Training (Library)	281	1,218	0	1,218
6656 ST PE Staff Training (P&F)	1,977	4,000	120	3,880
6676 ST PE Staff Training (Service Delivery)	6,457	7,695	1,248	6,447
Total Training Costs	8,716	12,913	1,368	11,545
Staffing Costs				
Library Staffing Costs	138,632	165,056	11,374	153,682
P&F Staffing Costs	348,399	461,874	31,062	430,812
Services Staffing Costs	280,272	344,379	25,874	318,505
Total Staffing Costs	767,303	971,309	68,310	902,999
Other Staffing Cost				
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0
6659 ST PF Town Sergeant & Mace Bearer Fees	507	600	0	600
Total Other Staffing Cost	1,007	1,100	500	600
Total Personnel Operating Expenditure	789,791	998,387	71,104	927,283
Total Personnel Operating Surplus/ (Deficit)	(789,791)	(998,387)	(71,104)	(927,283)
Personnel EMF Expenditure				
6691 ST PE EMF Legal Fees (Staffing)	0	10,162	0	10,162
6694 ST PF EMF Staff Contingency (P&F)	12,056	34,131	2,578	31,553
6698 ST LI EMF Staff Contingency (Library)	0	17,553	0	17,553
6700 ST SE Services Delivery Staff Contingency	0	39,854	0	39,854
6701 ST PE EMF Staff Recruitment	643	14,675	0	14,675
Total Personnel EMF Expenditure	12,699	116,375	2,578	113,797
Total Personnel Expenditure (Operational & EMF)	802,490	1,114,762	73,682	1,041,080

Total Personnel Budget Surplus/ (Deficit)	(802,490)	(1,114,762)	(73,682)	(1,041,080)
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**Key**

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

**To receive a report on the level of staff contingency and consider any actions and associated expenditure**

**Report to:** Personnel Committee

**Date of Report:** 27 May 2025

**Officer Writing the Report:** Finance Officer

## **Officers Recommendations**

To note the estimated current level of contingency for 2025/26 is 9.2% compared to the approved Precept Budget level of 10%. This is due to, funds needed to cover temporary agency cost for the Administration Officer post.

It is recommended that the Finance Officer conducts a under mid-year review to assess usage and adjust if necessary.

Members are advised to consider the level of staffing contingency for Precept Budgeting for 2026/27 in line with the recommended levels – refer to the report summary for further information.

## **Report Summary**

A staffing contingency budget is a critical component of prudent workforce planning. It enables the Council to:

- Cover unexpected absences (e.g. sickness, parental leave)
- Fund interim or temporary staffing needs
- Respond to emergency staffing requirements
- Support unforeseen changes in service delivery
- Manage recruitment delays or unanticipated leavers
- Address pay settlements, inflation adjustments, or policy changes

There is a table below providing detailed information of the Personnel Staffing Contingency budgets.

After estimated costs have been deducted and a recommended virement relating to Agenda Item 27, the **total budget available to spend for 2025/26 is £89,425** equating to **9.2% of the 2025/26 Budgeted Staffing cost** which is **slightly lower than the 10% set at Precept Budget Planning for 2025/26**.

Budget Code Description	Balance at 27/05/25	* Less Estimated Future Costs	** Add Virement of Staffing Cost due to Vacancy	Budget Left to Spend	2025/26 Budgeted Staffing Costs	% of Staffing Cost
6694 ST PF EMF Staff Contingency (P&F)	27,488	15,447	19,977	32,018	461,874	6.9%
6698 ST LI EMF Staff Contingency (Library)	17,553	-	-	17,553	165,056	10.6%
6700 ST SE EMF Staff Contingency (Services Delivery)	39,854	-	-	39,854	344,379	11.6%
<b>TOTALS</b>	<b>84,895</b>	<b>15,447</b>	<b>19,977</b>	<b>89,425</b>	<b>971,309</b>	<b>9.2%</b>

\* Estimated future costs for Temporary Administration Officer, based on 11 weeks for the period week commencing 26 May 2025 to 25 August 2025 (this figure may reduce for any time not worked e.g. holidays taken)

\*\* Virement recommended reference Agenda Item 27

## Risks and Considerations

- **Over-Estimation Risk:** Funds may remain unspent if fewer issues arise; however, as this is an EMF pot the balance will be retained at year-end.
- **Under-Estimation Risk:** An inadequate contingency could force service reductions or emergency reallocations from other budgets.
- **Mitigation Strategies:** Quarterly monitoring and real-time tracking of staffing pressures to adjust response plans.

For **local town and parish councils in the UK**, there is **no formal statutory percentage** set for staffing contingency budgets. However, **best practice recommendations** from sector bodies such as **NALC (National Association of Local Councils)**, **SLCC (Society of Local Council Clerks)**, and financial auditors suggest:

**“Recommended Contingency Range: 3% to 5% of the total staffing budget** is generally considered prudent for local (town and parish) councils.”

### **Why This Range?**

- **3%** is seen as a reasonable **minimum**, covering standard short-term absences and minor unexpected staffing costs.
- **5%** provides more flexibility for councils with:
  - Higher staff turnover
  - Ongoing projects or new services
  - Recruitment challenges
  - Long-term absence risks (e.g. maternity, illness)
  - Dependence on interim or agency staff

Also to note the 2025/26 NJC pay award is unknown which could have an impact on the Staffing Contingency budgets.

### **Signature of Officer:**

Finance Officer

**To review the 2025 Christmas payroll date and consider any actions and associated expenditure**

**Report to:** Personnel Committee

**Date of Report:** 27 May 2025

**Officer Writing the Report:** Finance Officer

## **Officers Recommendations**

It's recommended that the members approve the adjustment of the final 2025 payroll date to Friday 19 December in recognition of the statutory holidays and in the interest of employee financial well-being during the Christmas period.

## **Report Summary**

Under normal conditions, Saltash Town Council's payroll is processed on a monthly basis, with payday falling on the last Friday of the month. For December 2025 the regular payday would occur on Friday 26 December 2025 which coincides with Boxing Day, a statutory holiday, and would therefore need to be adjusted.

To ensure employees receive their final December salary prior to the bank holiday, it is proposed that the final payroll of the year be processed and issued on Friday 19 December 2025

This adjusted date would:

- Ensure all staff are paid before Christmas Day
- Avoid conflicts with bank holidays and closures
- Allow for administrative processing and direct deposit timing


## **Financial and Administrative Implications**

- Payroll Processing: Finance staff will require adjusted internal deadlines to process payroll early and to ensure bank payments are scheduled accurately for December 25.

- Employee Communication: Clear communication will be required to inform all staff of the early pay date and any related procedural changes.

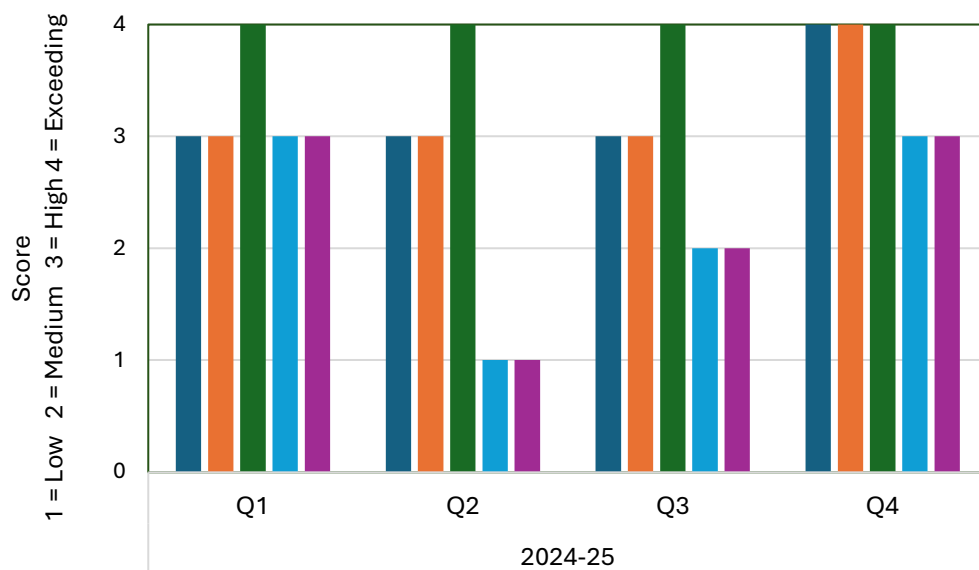
**Signature of Officer:**

Finance Officer


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To continue to be a good employer and invest in officer growth by supporting relevant professional development	Training and professional development to match the role undertaken  In-house mentoring  Career progression  Fair salary grade	Provide access to courses and certifications suitable for the positions  Establish promotion / career progression plans  Continue to be a member of the National Joint Committee (NJC) for Government Services  Employee recognition awards for work completed above and beyond the role by setting a robust policy  Regular performance reviews and feedback sessions to keep employees focused and motivated using their strengths and understanding areas for improvement  Continue to appoint a HR Consultant for employees and the employer to access support/advice as required  <b>Reviews of Job Specification - Personnel held on 27.02.25 minute nr 80/24/25</b>  <b>Continued professional development for all staff by providing access to relevant training sessions</b>  <b>Annual Performance Reviews - Personnel held on 27.02.25 minute nr 86/24/25</b>	4	3	3	3	4
		Real Living Wage Employer	Be an accredited Living Wage Employer	Continue to enroll as a Living Wage Employer committing to tackle low pay by paying the real Living Wage to employees  Promote the Living Wage scheme when recruiting new posts  Committed to tackle low pay by encouraging organisations that work for the Town Council to pay the real Living Wage	4	3	3	3	4
		Local Government Pension Scheme	To be part of the LGPS	Continue to be part of the LGPS to help employees to build a pension pot that will provide enough income to meet basic everyday needs in retirement years  Promote the LGPS when recruiting new posts	4	4	4	4	4
		Operate in accordance with our Civility and Respect Pledge	Town Council to sign the annual Civility and Respect Pledge	Reminders to all employees (staff team meetings) and Town Council members of the pledge taken (Full Council meeting)  The pledge to be ethos of the work environment and incorporated into the core values of each department  Incorporated into employee performance reviews  <b>The Town Vision Sub Committee recognised the importance of the Civility and Respect Pledge, for Officers and Town Councillors, and because of the importance of this pledge it is RECOMMENDED under Strategic Priority 1 of the Personnel Committee deliverables, to revisit the Civility and Respect Pledge at the Full Town Council meeting to be held on 6 February 2025 and quarterly going forward.</b>  <b>Full Council held on 6 February RESOLVED to: to reaffirm Saltash Town Council's commitment to the Civility and Respect Pledge and to revisit the pledge on a quarterly basis at Full Town Council meetings.</b>  <b>Performance reviews evaluated staff's commitment to upholding Civility and Respect.</b>	3	3	1	2	3
		Provide a Protocol to advise Officers and Members of the appropriate working relations with one another	Create, adopt and adhere to the protocol	Create a Town Council Protocol for Member Officer Relations and review regularly recommending to Full Council  Line managers to refresh employees at regular staff team meetings. <b>Team meetings to review and understand the importance of the civility and respect pledge</b>  <b>Internal management meeting to review and understand the importance of the civility and respect pledge</b>	3	3	1	2	3



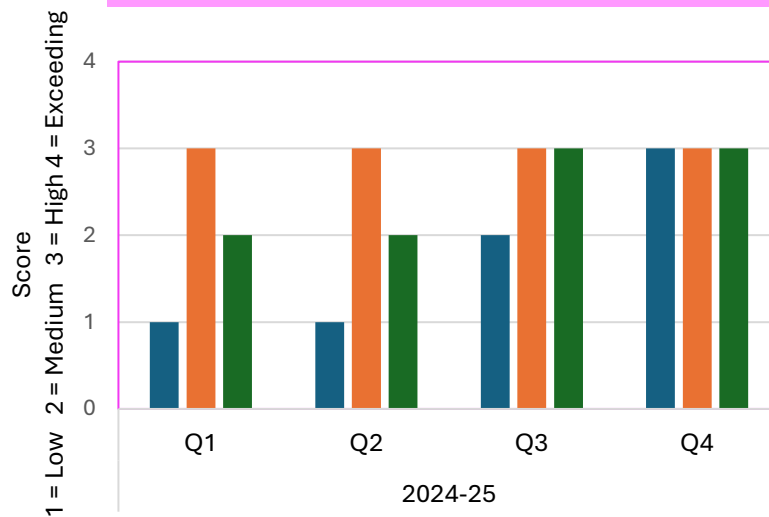
**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Personnel Committee**



- To continue to be a good employer and invest in officer growth by supporting relevant professional development
- Real Living Wage Employer
- Local Government Pension Scheme
- Operate in accordance with our Civility and Respect Pledge
- Provide a Protocol to advise Officers and Members of the appropriate working relations with one another

Strategic Priority 2 - Health and Wellbeing		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	Provide excellent welfare facilities	Health and wellness initiatives  Excellent work-life balance  Provide a safe and healthy work environment	Improve Guildhall restrooms and changing facilities where feasible  Dedicated employee toilet at Saltash Library  Continue to provide excellent welfare facilities to service delivery employees  Implement a flexible approach to working patterns to provide employees an improved work-life balance  Provide health care insurance that covers medical, dental and vision care  Continue to appoint a HR Consultant for employees/employer to access support/advice as required  <b>Recognition of improved facilities required at Guildhall - Personnel held on 27.02.25 minute nr. 72/24/25</b>  <b>Flexible working implemented for admin and finance and is being enjoyed by those who wish to utilise it, quoted as 'offering a better work life balance'</b>	3	1	1	2	3
		Provide occupational health assessments as required to support staff at work	Various appointments as required  Mental health support  Associated cost to be covered by the Town Council	Appoint an occupational health consultant (medical and H&S) as required  Line managers to provide employee's one-to-one support as required  Continue to appoint a HR Consultant for employees/employer to access support/advice if required	3	3	3	3	3
		Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work	Robust risk assessments  Health surveillance checks if required  Mental health support	Line managers to review annually departmental Town Council risk assessments  Appoint an occupational health consultant as required  Appoint annually a health surveillance company to help protect employees from health risks at work  Line managers to be trained mental health first aider to support their team  <b>Provision for flu and covid vaccines to all staff</b>	3	2	2	3	3

**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Personnel Committee**




■ Provide excellent welfare facilities


■ Provide occupational health assessments as required to support staff at work


■ Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work

Strategic Priority 3 - Housing		Aims of the Personnel Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Personnel Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 4 - Travel and Transport		Aims of the Personnel Committee
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	The Personnel Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 5 - Climate Emergency		Aims of the Personnel Committee
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	The Personnel Committee recognised strategic priority 5 - Climate Change did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 6 - Recreation and Leisure		Aims of the Personnel Committee
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	The Personnel Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the committee

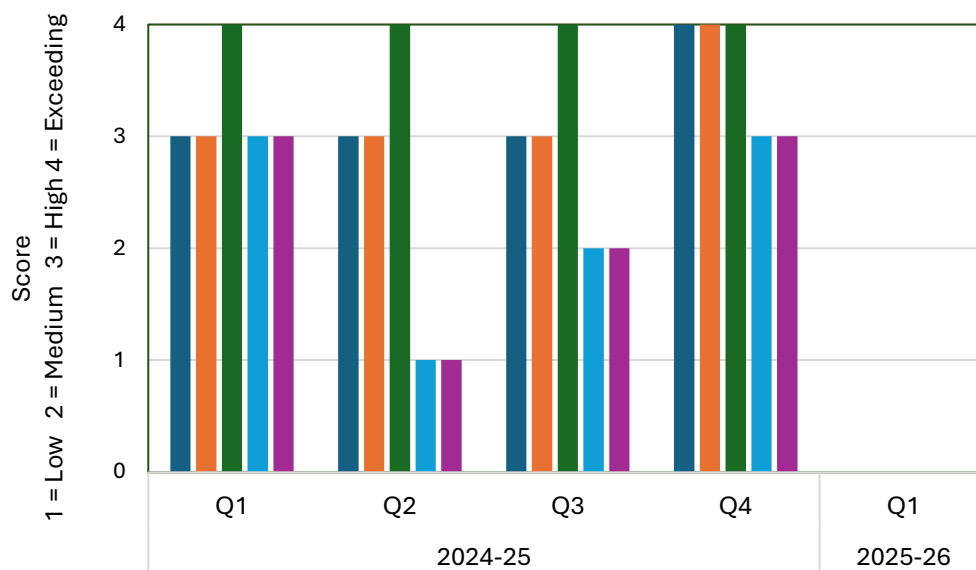
Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25				2025-26
						Q1	Q2	Q3	Q4	Q1
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To continue to be a good employer and invest in officer growth by supporting relevant professional development	Training and professional development to match the role undertaken  In-house mentoring  Career progression  Fair salary grade			3	3	3	4	
		Real Living Wage Employer	Be an accredited Living Wage Employer			3	3	3	4	
		Local Government Pension Scheme	To be part of the LGPS			4	4	4	4	






Operate in accordance with our Civility and Respect Pledge	Town Council to sign the annual Civility and Respect Pledge			3	1	2	3	
Provide a Protocol to advise Officers and Members of the appropriate working relations with one another	Create, adopt and adhere to the protocol			3	1	2	3	

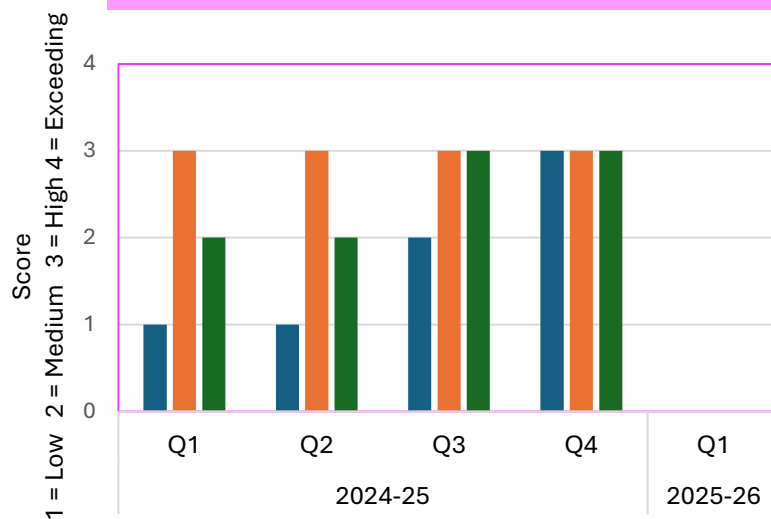
**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Personnel Committee**



- To continue to be a good employer and invest in officer growth by supporting relevant professional development
- Real Living Wage Employer
- Local Government Pension Scheme
- Operate in accordance with our Civility and Respect Pledge
- Provide a Protocol to advise Officers and Members of the appropriate working relations with one another

Strategic Priority 2 - Health and Wellbeing		Aims of the Personnel Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25				2025-26
						Q1	Q2	Q3	Q4	Q1
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	Provide excellent welfare facilities	Health and wellness initiatives  Excellent work-life balance  Provide a safe and healthy work environment			1	1	2	3	
		Provide occupational health assessments as required to support staff at work	Various appointments as required  Mental health support  Associated cost to be covered by the Town Council			3	3	3	3	
		Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work	Robust risk assessments  Health surveillance checks if required  Mental health support			2	2	3	3	

**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Personnel Committee**





■ Provide excellent welfare facilities


■ Provide occupational health assessments as required to support staff at work

■ Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work

Strategic Priority 3 - Housing		Aims of the Personnel Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Personnel Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 4 - Travel and Transport		Aims of the Personnel Committee
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	The Personnel Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 5 - Climate Emergency		Aims of the Personnel Committee
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	The Personnel Committee recognised strategic priority 5 - Climate Change did not fit within the remit (Terms of Reference) of the committee

Strategic Priority 6 - Recreation and Leisure		Aims of the Personnel Committee
	To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	The Personnel Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the committee



## **To receive staff compliments and consider any actions**

### 1. Library Hub:

The library staff assisted a customer who's young baby stopped breathing. The customer was thankful and sent the library staff a card to express her thanks.

### 2. Service Delivery:

The Development and Engagement Manager has been collecting staff compliments on any social media posts on the Saltash Town Council Facebook, Instagram, and LinkedIn accounts. Please see below some recent feedback from members of the public:

## **Churchtown Cemetery Maintenance**



Westcountry Funeral Service · [Follow](#)

We were there yesterday and the family we were with commented on how nice it was looking. Keep up the great work 👍

18h Like Reply Hide

Thank you for keeping everything so lovely and tidy, you do an excellent job xx

1h Like Reply Hide

Thank you keep the new cemetery so neat and lovely.

2h Like Reply Hide



## **Pillmere Estate Maintenance**



Pillmere Community Association

Anne Perry · Moderator · Top contributor · 10m · 🌐

They always do such a fantastic job and it's very much appreciated. Thank you to all involved. ❤️

9h Like Reply Hide



Reply to Amanda Cook



It's very much appreciated, they are a great bunch doing a great job.

22h Like Reply Hide

2 👍

Looking great ,Thankyou to everyone involved...

...

20h Like Reply Hide

Beautiful. Thank you all x

13h Like Reply Hide

Very much appreciated, thanks to everyone involved 😊👍

See · Like · Reply

Thank you all so much, it looks beautiful. I love living here 😊

8m Like Reply

### Fore Street Planters + North Road Bus Stop (cleaning up after the vandalism incident)

I saw them preparing the planters and they cleaned after themselves too. I'm looking forward to a colourful display of flowers soon. 🌸🌻🌺

1h Like Reply Hide

Thank you for responding so quickly. Means safer walking dog later.

2d Like Reply Hide

3 👍❤️

A member of the public wrote to the Town Clerk requesting their compliments to the staff (points 3 and 4 below) be formally acknowledged by the Personnel Committee under agenda item 17:

### 3. Library Hub

Community Hub Team Leader:

May I record what a fine job he did in setting up the library/social hub during his tenure over the last several years. I use the facilities at least one full day each week for my local studies research, including giving public presentations. He could not have been more professional and helpful, and I know there are many others who share my view. I am sorry that he has left.

Community Hub Assistants:

A couple of years ago, I did write to the Town Clerk complimenting the staff. They are as good as I have come across. They are all thoroughly professional, friendly, and nothing is too much trouble. This includes two Library and Information Assistants who have left just recently. I have a very high regard for all the Community Hub Assistants.

### 4. Office staff

Planning and General Administrator:

Sinead and so many of the Saltash public will miss her. She has been such an asset to the Council with her professionalism and the way in which she has interacted with the Saltash public. I would go so far as to say that from the perspective of the Saltash public with whom she has come into contact she has been a model employee. Her warmth of personality will be much missed. I wish her a long and happy retirement. Over her time, she must have generated so much goodwill through her personality and caring attitude.

**End of Report**

**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**

**Report to:** Personnel Committee

**Date of Report:** 22.05.25

**Officer Writing the Report:** Town Clerk / RFO

**Officers Recommendations**

Members are asked to consider recommending to Full Council the Christmas and New Year operational hours for the year 2025-26 to allow staff to allocate the correct annual leave to ensure there is no shortfall.

**Report Summary**

Saltash Town Council's operational hours:

Administration / Finance / Comms

Monday to Friday 8am to 5pm

Library

Monday, Tuesday, Thursday, Friday 10am to 5pm

Saturday 10am to 1pm

Service Delivery

Monday to Sunday 9am to 5pm

2025-26 Christmas and New Year calendar:

<b><u>Christmas / New Year Period</u></b>	<b><u>Annual Leave</u></b>
Wednesday 24.12.25 Christmas Eve (Working day)	TBC
Thursday 25.12.25 Christmas Day	Bank Holiday
Friday 26.12.25 Boxing Day	Bank Holiday
Saturday 27.12.25 Working day	TBC
Sunday 28.12.25 Working day	TBC
Monday 29.12.25 Working day	TBC
Tuesday 30.12.25 Working day	TBC
Wednesday 31.12.25 Working day	TBC
Thursday 01.01.26 New Years Day	Bank Holiday
Friday 02.01.26 Working day	TBC

The Employee Handbook states:

***Christmas Closure***

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

**Signature of Officer:**

**Town Clerk / RFO**

**To receive a report on the Town Council 'Saltash Day' for the year 2025/26 and consider any actions and associated expenditure**

**Report to:** Personnel Committee

**Date of Report:** 22.05.25

**Officer Writing the Report:** Town Clerk / RFO

## **Officers Recommendations**

Members are asked to consider awarding a 'Saltash Day' during the Christmas/New Year period recommending to Full Council.

## **Report Summary**

Staff work extremely hard for the Town Council during the year. As part of the Town Council's commitment to health and wellbeing, it would be very much appreciated if staff were awarded a 'Saltash Day' during the Christmas and New Year period to spend time with their families and friends and to recharge from a busy year.

Depending on the recommendation for agenda item 18, a Saltash Day helps staff towards the number of days annual leave is needed to allocate to the Christmas and New Year period.

Contract of Employment between Saltash Town Council and Employee states:

### ***Other Leave***

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

**Signature of Officer:**

**Town Clerk / RFO**

**To receive a report on the role of the Town Crier and consider any actions and associated expenditure**

**Report to:** Personnel Committee

**Date of Report:** 17 April 2025

**Officer Writing the Report:** Mayor's Secretary/Receptionist

**Pursuant to:** Personnel Committee held on 20 June 2024

26/24/25 - To review the appointment of a Town Crier and consider any actions and associated expenditure. (Pursuant to Personnel held on 29.02.24 minute nr 91/23/24)

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

**Officers Recommendations**

Members are asked to

- To recommend to Full Council to approve the attached job description (Appendix A) for the Saltash Town Crier subject to HR Support Consultancy final sign off;
- Delegate to the Development and Engagement Manager working with the Mayor's Secretary to recruit and provide auditions for the role of Town Crier, following their appointment to continue to advertise accordingly and manage day to day bookings;
- To confirm the associated cost of £25 be payable to the Town Crier per event via payroll system;
- To delegate to the Mayor's Secretary to procure Town Council branded livery after the post holder has been in post for a period of one year;
- Purchase of membership to the Ancient and Honourable Guild of Town Criers for the Saltash Town Crier on an annual basis.



## **Report Summary**

### History:

The tradition of a Town Crier in Saltash dates back many hundreds of years and was revived for D Day 80 in 2024 in Saltash. In many towns the role is an integral part of the community used to celebrate occasions and mark significant national events.

Previous post holders in Saltash were paid £25 for each ceremonial duty undertaken for the Town Council, this is in line with the Mace Bearer role.

The role of Town Crier is unique and is often used to promote the town to visitors by walking the main street, delivering cries and having their photograph taken with residents and visitors.

### Future:

It would be expected that the Town Crier would attend important town events such as the Saltash market trials, May Fair and Regatta. The role can support trade in the town through businesses / events requesting a cry.

The Town Crier would not cry for occasions such events as birthdays or weddings as it's felt this would diminish the historical importance of the role.

The Town Crier will be required to write their own cries which should always start with the ringing of the town bell and the words Oyez, Oyez, Oyez. All cries must be non-political, non-religious and in the spirit of the role.

All appearances and cries should be approved by their Line Manager - Development and Engagement Manager, to ensure they positively contribute to the town.

It is recommended that all enquiries and bookings related to the Town Crier be managed by the Mayor's Secretary for consistency and co-ordination.

Neighbouring towns of Torpoint and Callington do not pay their Town Crier for appearances, it's thought that the honour of the role is sufficient. Instead of payment

the post holder is reimbursed for any travel, has the uniform supplied and any required items reimbursed.

Callington Town Council pay for membership to the Ancient and Honourable Guild of Town Criers at a cost of £50 for year one and £30 for each year thereafter.

Membership of the Guild offers guidance and support from fellow town criers regarding the role and writing cries, insurance for when undertaking private cries and the opportunity to participate in competitions. The Guild encourages all Town Criers to participate in competitions both nationally and internationally. More information can be found here: <https://ahgtc.org.uk/>

#### Recruitment:

An acting Town Crier was used for the VE Day 80 event with the participant expressing an interest in undertaking the role.

There have been others expressing an interest therefore it is recommended, if Members approve, to offer a fair process. The position of Town Crier can be advertised externally and auditions held. This has been actioned in the past and been well received within the community.

The post will be advertised on social media and Town Council noticeboards for a period of four weeks, anyone interested would be asked to contact the Mayor's Secretary and be invited to audition.

Auditions would be held on the Jubilee Green with the audition panel to consist of the Mayor, Deputy Mayor, the Development and Engagement Manager and a Town Crier from a neighbouring town.

The current Town Crier livery consists of a red frock coat and hat. As the livery is custom made to fit the post holder it is recommended that the post holder has been in the role for a period of 12 months, prior to new livery in Town Council colours being purchased.

For information purposes: The current cost of custom-made frock coat and shoulder cape is £2,850 ex VAT.

### **How Does This Meet the Business Plan?**

The role of Town Crier fits into the Boosting Jobs and Economic Prosperity by promoting Saltash as a vibrant and welcoming visitor destination.

In addition, it meets Recreation and Leisure by providing and supporting cultural activity in the town.

### **Budget Overview**

The £25 per event cost can be allocated to budget code 6659 Town Sergeant and Mace Bearer Fees, in line with the allocations for the Mace Bearer and Town Sergeant.

If a Town Crier is appointed and remains in post for 12 months, funding for livery costs would be requested during the precept and budget-setting period to ensure appropriate allocation.

### **Budgets**

**Budget Availability:** £600.00

**Budget Codes:** 6659 Town Sergeant and Mace Bearer Fees

**Budget Availability:** £4,500

**Budget Codes:** 6272 Robes and Civic Regalia

**Committed Spend:** N/A

**Signature of Officer:**

Mayor's Secretary/Receptionist

## APPENDIX A

### Town Crier Job Description

Job Title: Town Crier

~~RESPONSIBLE TO: Town Sergeant~~

Line Manager: ~~Town Clerk~~ Development and Engagement Manager

Commented [LM1]: Not required in line with other posts

Commented [LM2]: Updated to match Mace Bearer role

#### DUTIES:

- ~~1. To be given an official position within Civic Parades as per the Civic Event Order of Precedence Protocol in charge of escorting visiting civic guests (the Town Sergeant will escort the Mayoral Party, and the Deputy Mayor will lead the councillors).~~
- ~~2. This includes any Civic Parade for other town events to which he/she has been invited by the organisers as the Town Crier.~~
3. 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.
4. 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.
5. To attend all civic functions held within Saltash as required at the discretion of the Mayor.
- ~~6. To head processions as and when required.~~
7. To wear the necessary costume at civic/ceremonial functions (costume to be provided by Saltash Town Council).
8. To act as announcer and or toastmaster at any organised social function organised by the Mayor or the Town Council as directed by the Town Sergeant.
9. To write own cries/announcements for approval by their line manager.
10. To assist the ~~Head of Administration & Library Services~~ Mayor's Secretary/Receptionist with the upkeep of all uniform and equipment associated with the post.

Commented [LM3]: Updated to reflect protocol in place for civic events

Commented [LM4]: Removed as not relevant to post

Commented [LM5]: Updated to reflect current job title

#### CONDITIONS OF SERVICE:

The Town Crier will:

- a) Wear the costume associated with the function.
- ~~b) Costume and equipment to be replaced as and when deemed necessary after consultation with the Mayor and the Town Clerk then to be approved by Full Council.~~
- c) £25 per occasion attendance will be paid.
- d) The Town Crier will be required to attend the following Civic functions on dates to be decided each year:
  - Mayor Making normally 2nd Tuesday in May (evening)
  - Civic Service normally a Sunday in October (afternoon)In addition, there are other annual and occasional events that by invitation may have a Civic Parade i.e. Saltash Regatta normally 3rd Saturday in June (morning).

#### Outside Employment:

- a) ~~The Town Crier is permitted if agreed by prior approval of the Clerk and Chairman of Personnel to take on any suitable outside engagements within Saltash, to be paid for them, and to wear the town's seals where those events are for the promotion of Saltash (including promoting shops in the town centre, town events, celebration of town achievements etc.).~~
- b) ~~The Town Crier is permitted if agreed by prior approval of the Clerk and Chairman of Personnel to take on any other suitable outside engagements and to be paid for them, but not to wear the town's seals for them (e.g. commercial work for businesses not in Saltash).~~
- c) ~~The Town Crier is permitted to participate in any Town Crier competitions if agreed by prior approval of the Clerk and Chairman of Personnel and to wear the town seals and receive remuneration.~~

**Commented [LM6]:** Outside employment to be explored at a further date once established in role

#### **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 ~~shall be~~ funded by the Town Council ~~via Policy and Finance Committee but~~ will remain the property of the Town Council.

#### ESCORT:

~~It is not obligatory to the role for Crier to have an official escort — this is at their discretion. If they do have an escort then the escort will be invited to accompany them at all official events.~~

**Commented [LM7]:** Consort is not required for the role and it's not common to have one. There is the consideration on who would pay for livery if a consort was present.

## 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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Policy Group: Employees

## Safeguarding Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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

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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

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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
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05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(13)	Readopted

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.

Commented [DJ1]: Added as per Personnel Request

### 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.

Commented [DJ2]: Added to ensure staff are protected

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.

**Commented [DJ3]:** To add staff into safeguarding responsibilities

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.

**Commented [DJ4]:** Including staff welfare

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

**Commented [DJ5]:** To ensure all are included.

- 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.

Commented [DJ6]: Added to include staff

### 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.

## **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](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

**Commented [DJ7]:** This is a section for staff welfare in safeguarding as requested

### 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.

Commented [DJ8]: Reporting for staff

### 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 Recruitment<sup>1</sup>**

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.

#### **2. Training and Awareness<sup>2</sup>**

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.

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<sup>1</sup> Recruitment and Selection Policy applies

<sup>2</sup> Employee Handbook

### 3. Policy Objectives

~~Saltash Town Council's main policy objective is to ensure that we will promote safeguarding as the moral norm so that it becomes everybody's business. By everybody's business we mean that all staff and Councillors in all areas of the organisation connected with children, families, vulnerable adults, and the employees of STC understand their safeguarding responsibilities and their active role in working together to safeguard children, vulnerable adults and themselves from harm.~~

**Commented [DJ9]:** Removed and amended as per below

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.

**Commented [DJ10]:** Reworded to offer clarity and to include employees

- 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.

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 staff<sup>3</sup> 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 staff<sup>4</sup> 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.

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<sup>3</sup> Filming and Photography on STC sites – Guidance for staff (internal document)

<sup>4</sup> 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

Policy Group: Employees

## Recruitment and Selection Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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

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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.
02.2025	2025	AJT	Personnel 27.02.2025	76/24/25	Reviewed
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 ~~criteria and competencies~~. Description and Person Specification

~~Internal promotion will be considered by the Personnel Committee.~~

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 ~~a number of~~ **several** categories:

Commented [LW1]: Reworded for better readability

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.

**Commented [LW2]:** Following review of current policy new section included for additional clarity in process

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

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

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

~~Where there are less than 10 applications received,~~

**Commented [LW3]:** Amended on request from Town Clerk after review of the Policy

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. ~~and application form.~~

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** ~~should be signed and dated by the completing panel member or Line Manager and attached to their score sheet.~~

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

**Commented [LW4]:** After reviewing the recruitment policy and recent hiring experience

### 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** ~~Town Council~~ may agree to appoint the next available candidate of appointable quality without need for a further process.

### Staff References

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

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