

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 30th October 2025 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, L Mortimore (Vice-Chairman), J Peggs (Chairman), P Samuels and B Stoyel.

ALSO PRESENT: I Cox (Human Resources Support Consultancy), S Burrows (Town Clerk / RFO) and W Peters (Finance Officer)

APOLOGIES: None.

57/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Chairman welcomed Izzy, representing Human Resources Support Consultancy (HRSC), to the meeting.

58/25/26 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None received.

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

None received.

59/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Peggs, seconded by Councillor Mortimore 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.

60/25/26 TO RECEIVE AND APPROVE THE FOLLOWING MINUTES AS A TRUE AND CORRECT RECORD:

- a. Private and Confidential Personnel Committee meeting held on 29 May 2025;

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** that the minutes of the Private and Confidential Personnel Committee Meeting held on 29 May 2025 were confirmed as a true and correct record.

- b. Private and Confidential Personnel Committee meeting held on 31 July 2025.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Private and Confidential Personnel Committee Meeting held on 31 July 2025 were confirmed as a true and correct record.

61/25/26 **TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training Attended;

No Report.

b. Training Requests;

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

1. To approve the Town Clerk to attend the 2026 Practitioners' Conference held by the Society of Local Council Clerks at a cost of £500 plus sundries;
2. To vire £1,000 from budget code 6676 SE Staff Training to 6656 P&F Staff Training to cover the above training cost and any additional training to year-end;
3. To allocate the Practitioners' Conference and sundries cost to budget code 6656 P&F Staff Training.

**62/25/26 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the issuance of private and confidential letters to relevant staff, due to the sensitive nature of the matter. These letters are to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 30 October 2025.
2. To **RECOMMEND** to Full Town Council:
 - a. That the role of Service Delivery Manager be made redundant and removed from the Town Council's organisational structure with immediate effect, as outlined in the attached documentation;
 - b. That a new permanent full-time post (37 hours per week) titled Operations Manager / Responsible Finance Officer be approved, as outlined in the attached documentation;
 - c. To advertise the Operations Manager / Responsible Finance Officer role in the New Year;
 - d. That, upon appointment of the Operations Manager / Responsible Finance Officer, the Responsible Finance Officer duties be formally removed from the Town Clerk's job description.

It was further **RESOLVED** to note the remainder of the staffing report presented by the Town Clerk. Due to the confidential nature of the matter, additional information is retained within the confidential Personnel Committee minutes of 30 October 2025 for internal audit purposes.

**63/25/26 TO RECEIVE A RECRUITMENT REPORT FROM HUMAN
RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY
ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to thank Human Resources Support Consultancy for their delivery of the recruitment programme and to note the report.

**64/25/26 TO RECEIVE EXIT INTERVIEWS AND CONSIDER ANY ACTIONS
AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

65/25/26 TO RECEIVE A FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve the issuance of a private and confidential letter to the relevant staff member, due to the sensitive nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 30 October 2025.

66/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

67/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

Izzy left the meeting.

The Finance Officer joined the meeting.

68/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 31 JULY 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 Mortimore, seconded by Councillor Brady and **RESOLVED** that the minutes of the Personnel Meeting held on 31 July 2025 were confirmed as a true and correct record.

69/25/26 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the budget statement and approval of virement under minute 61/25/26.

70/25/26 TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer presented Members the revised budget for the year 2026/27, reflecting decisions made during Part Two of the meeting.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2026/27 as attached, to the Policy and Finance Committee meeting to be held on 25 November 2025, inclusive of the following amendments:

Personnel Expenditure

1. Budget code 6659 ST PE Town Sergeant & Mace Bearer Fees be renamed to 6659 ST PE Civic Roles;
2. To note that the budgeted cost of £5,300 under budget code 6652 ST PF Employers Pension – Monthly Fee, may be subject to change, depending on the outcome of the actuarial valuation by Hymans Robertson for Saltash Town Council.

Personnel EMF Expenditure

3. Budget code 6691 ST PE EMF Legal Fees (Staffing) be renamed to 6691 ST PE EMF Legal & Professional Fees (Staffing).

The Personnel Committee expressed their appreciation to the Finance Officer for the work undertaken during the budget-setting process.

The Finance Officer then left the meeting.

71/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

72/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

73/25/26 TO REVIEW THE PERSONNEL COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

The Town Clerk informed Members that the deliverables assigned to the Personnel Committee had not been completed, due to the need to prioritise other work commitments. However, the Town Vision Sub-Committee has recently reviewed the process and made a recommendation for consideration at the November Full Town Council meeting.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to defer the Personnel Committee deliverables to a future meeting, based on the latest update received.

74/25/26 TO RECEIVE TEAM COMPLIMENTS AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note and and express appreciation to the Service Delivery Team for their continued dedication to supporting the Town Council's services.

75/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S ORGANISATION STRUCTURE AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council that the Civic Posts be removed from the Town Council's organisational structure, as detailed in the attached documentation.

76/25/26 TO RECEIVE UPDATES TO THE RECRUITMENT AND SELECTION POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Mortimore, seconded by Councillor Brady and resolved to **RECOMMEND** to Full Town Council the amendments to the Recruitment and Selection Policy, including an additional amendment to the personal statement word limit, as outlined in the attached documentation.

77/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to issue a press and social media release on the successful recruitment drive.

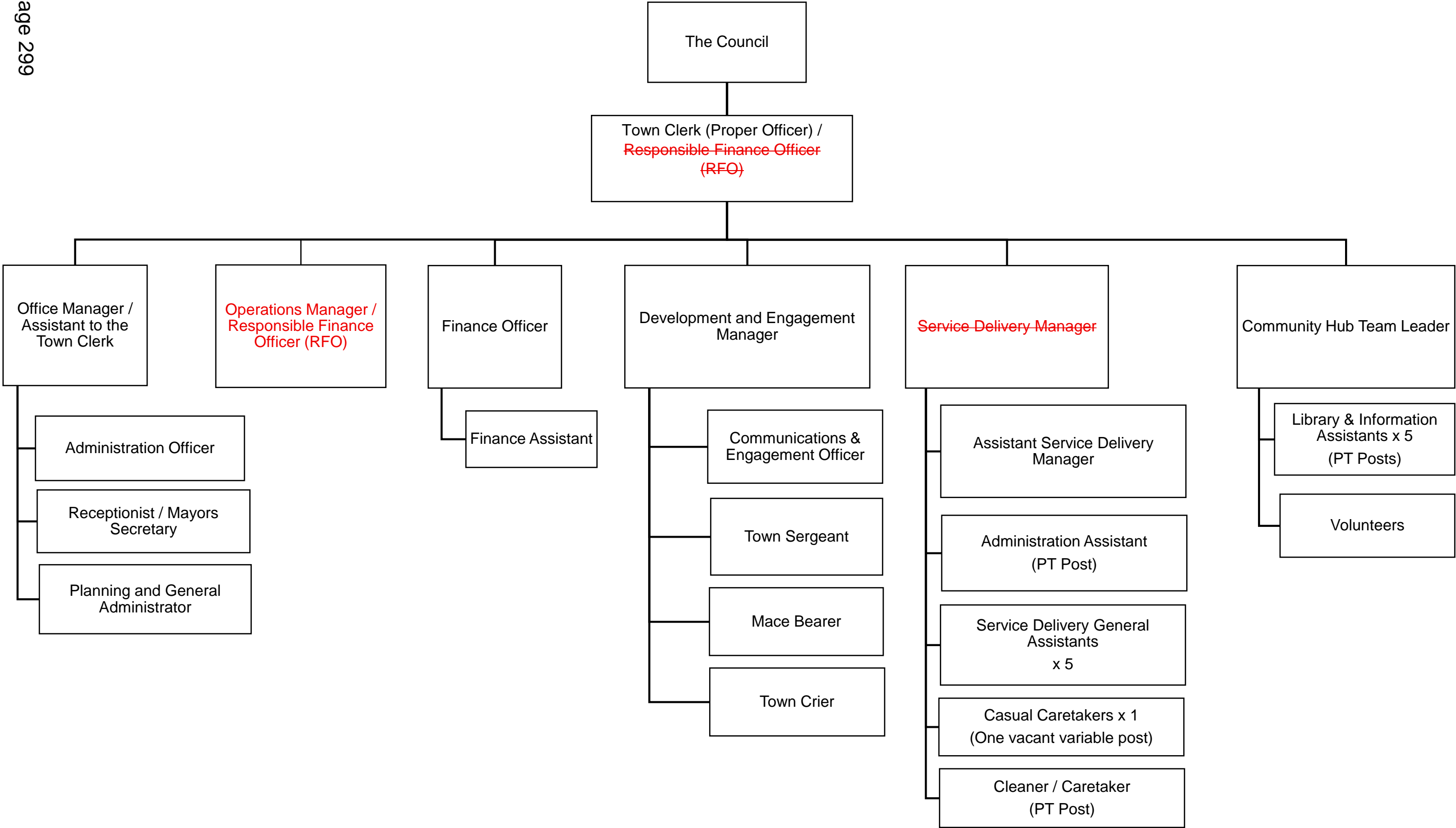
DATE OF NEXT MEETING

Thursday 26 February 2026 at 6.30 pm

Rising at: 8.14 pm

Signed: _____
Chairman

Dated: _____



OPERATIONS MANAGER / RESPONSIBLE FINANCE OFFICER – JOB DESCRIPTION

Hours:	Monday to Friday 9am to 5pm, with occasional evening commitments to attend Town Council Committee meetings and Civic Events.
NJC scale:	NJC Scale 37 - 41
Responsible to:	Town Clerk
Direct Reports:	Finance Officer and Assistant Service Delivery Manager
Indirect Reports:	Senior Management Team by providing daily support as required
Place of Work:	The Guildhall and Longstone Depot. 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:

The Operations Manager / Responsible Finance Officer is a key member of the Town Council's Senior Management Team. This dual-role position provides clear, day-to-day leadership and support to colleagues, ensuring the consistent delivery of high-quality services that positively impact our community.

You will be responsible for the operational management of the Town Council's property, land, equipment, and services, with direct line management of the Assistant Service Delivery Manager. This leadership role ensures that all Town Council assets are well-maintained, compliant with health and safety legislation, and delivered to a high standard.

You will work closely with the Town Clerk, receiving direction on the operations of the Town Council business, implementing instructions in collaboration with other departments, and reporting progress and outcomes back to the Town Clerk, who in turn reports regularly to the Town Council.

As Responsible Finance Officer, appointed under Section 151 of the Local Government Act 1972, you will work closely with the Finance Officer and undertake key financial responsibilities to ensure the Town Council's financial governance and reporting are robust, transparent, and legally compliant.

KEY RESPONSIBILITIES:

Governance:

1. To provide clear, comprehensive, informative reports and supporting documentation to Committee meetings as required.
2. To provide support to the Senior Management Team in preparing Committee reports and supporting documentation for final approval by the Town Clerk.
3. To operate in alignment with the Town Council's policies and procedures, demonstrating strong leadership by consistently modelling best practice and adherence to the established governance framework.
4. Ensure the effective and responsible use of Town Council budgets, in full compliance with the Town Council's policies, procedures, standing orders, financial regulations, committee resolutions, and strategic objectives.
5. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
6. Represent the Town Council professionally in dealing with contractors, partners, and members of the public, promoting transparency, accountability, and community engagement.
7. Conduct site visits to Town Council assets to verify that contracted works have been carried out in accordance with specifications reporting directly to the Town Clerk.
8. Undertake regular visits to all Town Council sites to ensure that in-house works are being delivered to a high standard and to provide on-site support to the team. During each visit, assess and document any maintenance requirements to inform updates to the Service Delivery schedule of works, reporting findings directly to the Town Clerk.
9. Ensure all activities and services comply with relevant health and safety legislation, risk management protocols, and environmental standards.
10. To be responsible for auditing the recording of all health and safety documentation, including maintenance inspection logs and risk assessments. This applies to all Town Council property, land, the pontoon, activities, events, services, equipment, and any other assets under the remit of the Service Delivery Department.
11. To be responsible for auditing all Town Council fire risk assessments, including the maintenance and review of fire safety logs covering routine fire tests and evacuation drills, to ensure compliance with safety regulations and best practice.
12. Promptly notify the Town Clerk of any significant health and safety concerns or departmental issues to ensure timely oversight and appropriate action.
13. To be responsible for ensuring the Town Council operates in the diverse needs of the community to ensure equal access to services.

14. To be responsible for ensuring all documents under the Service Delivery and Finance Departments are consistently completed, accurately maintained, and kept up to date in accordance with Town Council standards. This includes ensuring secure and easy access to digital records to support operational efficiency, transparency, and compliance.
15. Lead the Town Council's annual health and safety audit with the external consultant, ensuring all documentation is current, fit for purpose, and compliant with relevant legislation. Oversee the implementation of required actions and report findings and progress to the Town Clerk.
16. To observe safe working practices in carrying out required duties and ensure that instructions specified by specialist consultants, contractors and manufacturers are adhered to.
17. To review and verify the safe working practices of consultants before granting access to Town Council assets, ensuring compliance with relevant health and safety standards. The Assistant Service Delivery Manager is responsible for preparing and submitting the necessary documentation for final sign-off by the Operations Manager.

Finance:

1. To fulfil the statutory duties of the Responsible Finance Officer as outlined in Section 151 of the Local Government Act 1972, ensuring sound financial governance and legal compliance.
2. To effectively manage and monitor the Town Council's finances and to ensure that all the accounts conform with the requirements of the Accounts and Audit Regulations.
3. Oversee the maintenance of the Town Council's computerised financial accounts and the administration of its finances. Work collaboratively with the Finance Officer to ensure all day-to-day financial records are accurately recorded, regularly updated, and compliant with the Town Council's financial regulations and procedures.
4. Liaise with the Town Council's Building Surveyor to prepare tender documentation for contract work, including the invitation and acceptance of tenders, issuing of contract documents, and management of any contract disputes. Ensure all tender processes, including the opening and scoring of submissions, are conducted in accordance with the Town Council's Financial Regulations, the Procurement Act and best practice standards.
5. To assist the Town Clerk and other Senior Management by administering procurement processes and ensuring all contracts comply with Financial Regulations, Standing Orders and the Procurement Act.
6. Provide relevant financial information to support both internal and external auditor visits, ensuring transparency and compliance throughout the audit process working closely with the Finance Officer.
7. Provide cover, when required, to release approved Town Council expenditure, ensuring all payments are subject to second authorisation in accordance with Financial Regulations and internal control procedures.

8. Authorise the Town Council's monthly payroll, ensuring full compliance with all relevant Employment Legislation, including PAYE Regulations, the Employment Rights Act, and other Statutory requirements.
9. To ensure compliance with the Town Council's Financial Regulations is met reporting any concerns to the Town Clerk.
10. To ensure the Town Clerk is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
11. To work closely with the Finance Officer during the annual preparation of all budgets and supporting reports required for the budget setting and precept submission.
12. Submit the Town Council's approved precept to Cornwall Council, following formal instruction from the Town Council, reporting directly to the Town Clerk upon completion.
13. To Clerk Policy and Finance meetings and any other Town Council meeting as instructed by the Town Clerk.
14. Work collaboratively with the Finance Officer to maintain accurate financial records, prepare reports, and support the production of monthly budgets and year-end accounts.
15. Conduct regular risk assessments related to the management of public funds, identifying financial risks and implementing appropriate controls to safeguard Town Council assets. Ensure compliance with audit requirements and contribute to the development of risk mitigation strategies.
16. Attend relevant networking sessions to stay informed of potential changes and developments in local government finance, ensuring up-to-date knowledge to support effective financial planning and compliance.

Line Management and Leadership:

1. Act as the primary point of contact for the Town Council during any periods of absence of the Town Clerk, providing continuity and support as required. This role is intended to facilitate communication and operational oversight, but does not include assuming the duties or responsibilities of the Town Clerk.
2. To be responsible for the daily management of the Assistant Service Delivery Manager and Finance Officer, ensuring that departmental operations run smoothly and efficiently. This includes providing guidance, monitoring performance, and supporting effective communication across relevant service areas.
3. To play an active role as a line manager in role modelling the behaviours and core values of the Town Council.
4. To attend the Senior Management Meetings, contributing towards the shared goals of achieving organisational excellence.

5. To provide effective line management through inspiring leadership, clear guidance, and mentoring support. Conduct annual and mid-year performance reviews, set meaningful objectives, and foster a positive working environment to maintain high levels of staff engagement and motivation.
6. To be an advocate for the Town Council business plan and contribute to both the implementation of the current plan and progress the development for the town's business plan for the future.
7. To attend relevant training to update your skills and competencies (as and when required) to continue to develop in the role.
8. Undertake other delegated duties appropriate to the grading of the post.
9. 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.
10. The job description will be reviewed annually by the Town Clerk as necessary and may be changed in the light of experience and in consultation with the post-holder.
11. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.

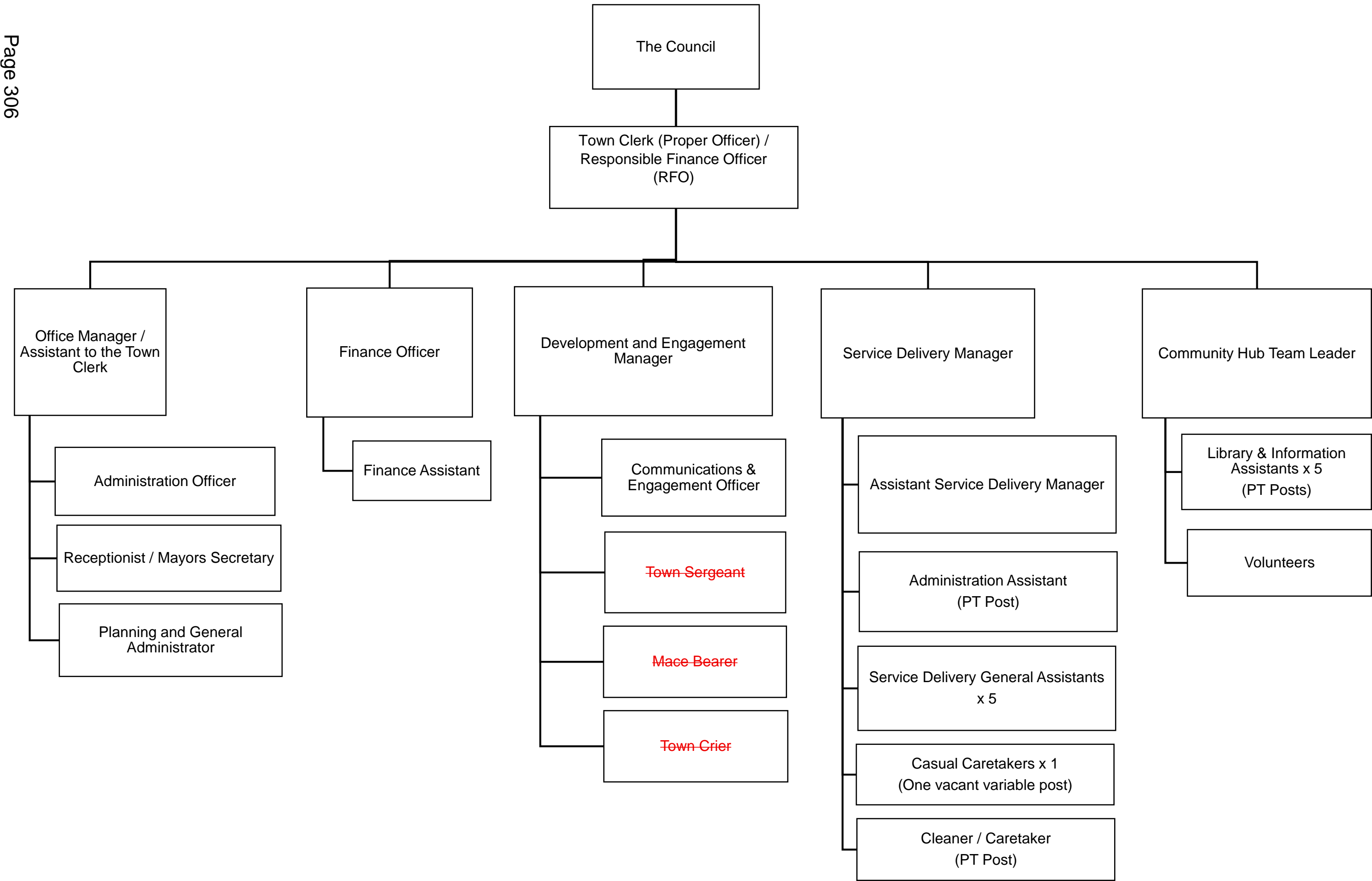
Personnel Committee - Personnel Budget 2025-26 B
Saltash Town Council

For the 6 months to September 2025

Black text - budget assumptions
Red text - Further Actions (TBA)
Purple text - new codes/rename

Account	Prior Year 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Personnel Operating Expenditure											
Personnel Expenditure											
6654 ST PE Staff Welfare	1,621	0	2,000	771	1,229	7,222	Annual Health Surveillance, Eyecare vouchers, Vaccinations & Flu jabs Additional budget for 2026/27 80% cost of Waterside cabin £5,552 (20% to remain in Services 6528 SE Pontoon Accommodation)	7,496	7,781	8,077	8,384
6660 ST PE Staff Recognition	25	0	250	75	175	250	Current Budget (no increase)	260	270	280	291
6662 ST PE HR Professional Fees	11,119	0	10,815	5,484	6,831	11,552	Bright HR , HR Consultancy including additional admin support when required, DBS certs	11,991	12,447	12,920	13,411
Total Personnel Expenditure	12,766	0	13,065	6,330	8,235	19,024		19,747	20,498	21,277	22,086
Training Costs											
6682 ST PE Staff Training (Library)	281	0	1,218	268	951	600	Reduction of current budget by £618. Majority of training provided by CC	623	647	672	698
6656 ST PE Staff Training (P&F)	1,977	0	4,000	3,967	33	5,177	2026/27 Committed Cost £1,577 & £600 Increase budget for new staff members + £3,000	5,374	5,578	5,790	6,010
6676 ST PE Staff Training (Service Delivery)	6,552	0	7,695	2,288	5,407	7,987	Current budget + CPI	8,291	8,606	8,933	9,272
Total Training Costs	8,811	0	12,913	6,522	6,391	13,764		14,288	14,831	15,395	15,980
Staffing Costs											
Library Staffing Costs	138,632	0	165,056	61,445	103,611	169,823	NJC 2025/26 scale + 5%	178,314	187,230	196,591	206,421
P&F Staffing Costs	348,399	0	461,874	183,329	258,568	532,704	NJC 2025/26 scale + 5%	559,339	587,306	616,671	647,505
Services Staffing Costs	307,696	0	344,379	156,958	187,421	291,262	NJC 2025/26 scale + 5%	305,825	321,116	337,172	354,031
Total Staffing Costs	794,727	0	971,309	401,732	549,600	993,789		1,043,478	1,095,652	1,150,435	1,207,957
Other Staffing Cost											
6652 ST PF Employers Pension - Monthly Fee	500	0	500	500	0	5,300	Triennial Valuation is taking place for 2026. Figure to be confirmed by end of Oct 26 Estimated based on last valuation 2022/23 £5,300	5,300	5,300	5,300	5,300
6659 ST PE Town Sergeant & Mace Bearer Fees Civic Roles (Rename)	507	0	600	375	225	800	Budget for 6 events + 2 unplanned	830	862	895	929
Total Other Staffing Cost	1,007	0	1,100	875	225	6,100		6,130	6,162	6,195	6,229
Total Personnel Operating Expenditure	817,310	0	998,387	415,459	564,451	1,032,677		1,083,643	1,137,143	1,193,302	1,252,252
Total Personnel Operating Surplus/ (Deficit)	(817,310)	0	(998,387)	(415,459)	(564,451)	(1,032,677)		(1,083,643)	(1,137,143)	(1,193,302)	(1,252,252)
Personnel EMF Expenditure											
6691 ST PE EMF Legal & Professional Fees (Staffing) (Rename)	0	10,162	0	0	10,162	0	No increase required	0	0	0	0
6694 ST PF EMF Staff Contingency (P&F)	12,056	42,411	(8,280)	16,045	38,063	15,208	To maintain 10% budgeted salary costs	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	5,000	12,553	0	17,553	0	No increase/(decrease) required to maintain 10% of budgeted salary cost	0	0	0	0
6700 ST SE Services Delivery Staff Contingency	0	65,568	(25,714)	0	39,854	(10,728)	To maintain 10% budgeted salary costs	0	0	0	0
6701 ST PE EMF Staff Recruitment	643	14,675	0	1,205	11,970	0	2025/26 Committed costs £3,000 2026/27 No increase required	0	0	0	0
Total Personnel EMF Expenditure	12,699	137,816	(21,441)	17,250	117,602	4,480		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	830,010	137,816	976,946	432,709	682,053	1,037,157		1,083,643	1,137,143	1,193,302	1,252,252
Total Personnel Budget Surplus/ (Deficit)	(830,010)	(137,816)	(976,946)	(432,709)	(682,053)	(1,037,157)		(1,083,643)	(1,137,143)	(1,193,302)	(1,252,252)
Estimated CPI 3.8% based on July as reported by Office of National Statistics 20-08-25					Precept 2025/26 Precept 2026/27 Increase / (Decrease) Difference as %	(976,946) (1,037,157) 60,211 6.16%					

Saltash Town Council Line Management Staff Structure



Recruitment and Selection Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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

Current Document Status			
Version	2025	Approved by	FTC
Date	07/08/2025	Responsible Officer	LM
Minute no.	146/25/26	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 Description and Person Specification

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

Types of employment

'Employees' work under a contract of employment.

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

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

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

Fixed term contract: A fixed term employee has the right not to be treated less favourably than a comparable permanent employee (Fixed Term Employees (Prevention of Less Favourable Treatment Regulations 2002). A fixed term contract may be used for employees to work for a specified length of time or to work on a set project.

Recruitment Pack

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

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

Advertising

Vacancies will be advertised for a minimum of ~~two~~ **four** 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.~~ **The advert will confirm the interview date, however, the Town Council reserve the right to interview / appoint before the closing date.**

~~All applications must be made using the provided application form.~~

1. Internal advertising

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

2. External advertising

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

In addition, the vacancies may be posted on Indeed, CV Library, CALC, other paid advertising (including local newspapers) and any other online recruitment site where appropriate to the role and advised by the **Administration Officer** ~~Town Council's HR Consultant~~ with the authorisation of the Town Clerk and Chairman and or Vice Chairman of the Personnel Committee.

Note:

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

3. Use of employment agencies

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

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

Applicant Communication

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

Selection and Assessment

1. Application period

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

Only CV's will be accepted of no more than 2 sides of A4 which should be supported by a cover letter of no more than 250 to 1,000 words dependant on the role being advertised. The cover letter should outline the candidates motivations for applying, and highlight how their skills, knowledge and experience meet the requirements of our vacant position. Candidates are expected to read and understand the Job Description and Person Specification thoroughly before applying for the position.

Candidates will also be required to provide details of two professional referees, one of whom must be their current or most recent employer (references will not be taken up without prior consent).

Applications to be submitted in full to humanresources@saltash.gov.uk

~~Applications will be received on behalf of the Town Council via the Town Council's appointed Human Resources Consultant.~~

~~No interviewing Officers or Councillors will have sight of applications until after the shortlisting takes place.~~

Applications will be received either by the Administration Officer or, on occasion, by the Town Council's appointed Human Resources Consultant.

Once received, they will be prepared and shared with the Line Manager, the Chairman of the Personnel Committee, and the Chairman of the Employee Committee (or the Vice Chairman in their absence) for consideration for interview.

~~Human Resources 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

Shortlisting is carried out by the Town Council's **Administration Officer** ~~appointed Human Resources Consultant~~, acting on behalf of the Town Council.

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

3. Interview

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

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

For the employer, the interview is an opportunity to:

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

For the candidate, the interview is an opportunity to:

- Understand the job and its responsibilities in more detail.

- Ask questions about the organisation and possible learning opportunities and benefits.
- Decide whether they would like to take the job if offered it.

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

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

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

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

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

Appointment

1. The Interview Panel

- 1.1. The interview panel must reach all decisions by a majority of panel members. In the event that a majority cannot be reached, the final decision will rest with the Line Manager, given their responsibility for working with and managing the successful candidate.
- 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) subject to the candidate meeting the expectations of the role.

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

2.4. The Line Manager will inform the Panel Members 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.~~

The Chairman of the Personnel Committee (or Vice Chairman in their absence) will inform the wider Personnel Committee and Town Council of the appointment adhering to UK GDPR.

2.5. Human Resources 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, Human Resources 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 **current or** most recent employer. If they're currently in, or have recently completed, full-time education, one referee should be from their school, college, or university. Referees must not be relatives * or personal friends and should be able to provide a professional or academic reference.

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

Post Appointment

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

Staff References

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

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