

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 31st July 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: J Turton (HR Support Consultancy), S Burrows (Town Clerk / RFO)

APOLOGIES: None.

32/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

33/25/26 DECLARATIONS OF INTEREST:

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

None.

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

None.

34/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 29 MAY 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 29 May 2025 were confirmed as a true and correct record.

35/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

36/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

37/25/26 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

38/25/26 TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the recommendation from Town Vision as detailed in the circulated reports pack and reviewed the Personnel Committee Business Plan Deliverables.

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

1. To add under Strategic Priority 2 'Aim' – Provide excellent welfare facilities – 'Actions' – To consider improvement of Guildhall staff restrooms and changing facilities where feasible;
2. To include an agenda item for the October Personnel Committee meeting to consider potential improvements to the staff restrooms and changing facilities at the Guildhall where feasible;
3. To add under Strategic Priority 2 'Aims' – Provide occupational health assessments as required to support staff at work – add under 'Actions' – To provide mental health first aid training for line managers to attend.

39/25/26 TO NOTE THE APPOINTMENT OF A PLANNING AND GENERAL ADMINISTRATOR.

It was **RESOLVED** to note the appointment of a Planning and General Administrator.

40/25/26 TO NOTE THE RESIGNATION OF THE ADMINISTRATION ASSISTANT FOR THE SERVICE DELIVERY DEPARTMENT.

It was **RESOLVED** to note the resignation of the Administration Assistant for the Service Delivery Department.

41/25/26 TO RECEIVE A REPORT ON THE CASUAL CARETAKER POSITION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

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

1. To delegate to the Service Delivery Manager to update the existing Casual Caretaker job description to align the duties and responsibilities of the role for HR Support Consultancy (HRSC) final approval;
2. To delegate to the Service Delivery Manager to work up a person specification to align the skills, qualifications, experience and attributes to perform the role of the Casual Caretaker for HRSC final approval;
3. To work within the budgeted salary of 600-hours per annum;
4. To delegate to the Service Delivery Manager to advertise the role at the earliest opportunity in line with the Town Council Recruitment and Selection process.

42/25/26 TO RECEIVE UPDATED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

- a. Cleaner / Caretaker;

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** to approve the updated Cleaner / Caretaker job description to align the duties and responsibilities of the role subject to the SDM further updating the job description working with HRSC for final approval.

b. Administration Assistant – Service Delivery.

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** to approve the updated Administration Assistant job description to align the duties and responsibilities of the role subject to the SDM further updating the job description working with HRSC for final approval.

43/25/26 TO RECEIVE DRAFT JOB DESCRIPTIONS FOR THE TOWN SERGEANT AND MACE BEARER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED** to approve the job descriptions for the Town Sergeant and Mace Bearer subject to HRSC final approval.

44/25/26 TO RECEIVE A REPORT ON HEALTH CARE INSURANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

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

1. To approve the appointment of Company A to provide health care insurance options for all employees
2. To note that the level of cover will be selected individually by each employee;
3. To note that all associated health care costs will be recharged to the employee via payroll, with no financial impact on Saltash Town Council;
4. To delegate authority to the Finance Officer, in collaboration with HRSC, to ensure that all necessary documentation between Saltash Town Council and the employee is completed;
5. To delegate authority to the Assistant to the Town Clerk, in collaboration with HRSC, to ensure that employee policies and contracts are updated to reflect the inclusion of health care insurance, where applicable;
6. To note that the Finance Officer will schedule this work in a manner that does not compromise the budget or precept-setting process.

45/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL RECRUITMENT AND SELECTION PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

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

1. To approve the outsourcing of the shortlisting stage of all Town Council recruitment processes to HRSC, acting on behalf of the Council, at an hourly rate of £75.00, to be allocated to budget code 6701 EMF Staff Recruitment;
2. To delegate authority to the Assistant to the Town Clerk to update the Recruitment and Selection Policy to reflect the above arrangement;
3. To **RECOMMEND** to Full Council the approval of the amended Recruitment and Selection Policy (as attached).

46/25/26 TO RECEIVE A REPORT ON GDPR COMPLIANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

It was proposed by Councillor Mortimore, seconded by Councillor P Samuels and **RESOLVED** to approve a virement of £1,500 from budget code 6701 EMF Staff Recruitment to budget code 6662 Professional Fees, to fund the appointment of Company A for the delivery of a comprehensive GDPR audit and the provision of ongoing annual Data Protection Officer services.

47/25/26 TO RECEIVE A REPORT ON PORTABLE APPLIANCE TESTING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and discussed the report contained within the circulated reports pack.

Members acknowledged that the information provided did not fully address the request made under Minute 83/24/25. However, they considered the matter to be most appropriately managed by the Town Clerk, given her responsibility for overseeing the operations of the Town Council.

It was **RESOLVED** to note.

48/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

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

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

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

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

Members noted the Chairman's statement.

49/25/26 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

Nothing to report.

b. Training Requests;

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

1. To approve the Town Clerk's participation in 1:1 Leadership Development training, comprising up to 12 sessions, at a total cost of £1,200;
2. To allocate 50% of the cost to the 2025–26 budget code 6656 Staff Training and the remaining 50% to the 2026–27 budget code 6656 Staff Training;
3. To approve the Town Clerk attending the monthly online training sessions during working hours, from home.

50/25/26 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve the Town Clerk to continue with the arrangements agreed under the confidential session of the Personnel Committee meeting held on 29 May (points 2, 3 and 4), with a progress report to be presented at the Personnel Committee meeting on 30 October;
2. To delegate authority to the Town Clerk to report on the status of Town Council resources at the first in-house Chairman's meeting, with the support of the Personnel Committee Members, Chairman and Deputy Chairman of the Town Council;
3. To note the resignation of the Service Delivery Manager, effective from 19 September 2025;
4. To delegate authority to the Town Clerk to advertise the Service Delivery Manager post at the earliest opportunity, subject to a review of the job description and person specification;
5. To delegate authority to the Town Clerk to manage the transition between the outgoing and incoming Service Delivery Manager, with a private and confidential letter retained for internal audit purposes and the decision recorded in the private and confidential Personnel Committee minutes.

51/25/26 TO RECEIVE NOMINATIONS FOR THE EMPLOYEE RECOGNITION SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To award the Receptionist/Mayors Secretary with the Employee Recognition Scheme for customer service, exceptional effort, being proactive;
2. To purchase a local voucher to the value of £25 allocated to budget code 6660 Staff Recognition;
3. To present a certificate;
4. To promote on social media and display in the reception of the Guildhall subject to staff permission.

52/25/26 TO RECEIVE AN EXIT INTERVIEW AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

53/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL EMPLOYMENT CONTRACTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve the recommended update to the remuneration section of STC employment contract, with immediate effect, as advised by HRSC;
2. To delegate authority to HRSC to provide support for managers in conducting annual staff performance reviews and six-monthly objective reviews.

54/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

55/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

56/25/26 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 Mortimore and **RESOLVED** to issue the following Press and Social Media release:

1. Employee Recognition Award subject to staff permission.

DATE OF NEXT MEETING

Thursday 30 October 2025 at 6.30 pm

Rising at: 8.42 pm

Signed: _____
Chairman

Dated: _____

Policy Group: Employees

Recruitment and Selection Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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

Current Document Status			
Version	2025	Approved by	P&F
Date	11.03.2025	Responsible Officer	AJT
Minute no.	164/24/25a(8)	Next review date	Annual or as required by legislation

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

					Recommendation to FTC.
06.2024	2024	AJT	FTC 04.07.2024	116/24/25b	Approved.
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 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.

All applications must be made using the provided application form.

1. Internal advertising

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

2. External advertising

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

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

Note:

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

3. Use of employment agencies

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

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

Applicant Communication

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

Selection and Assessment

1. Application period

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

Applications will be received on behalf of the Town Council via the Town Council's appointed Human Resources Consultant. ~~HR mailbox, managed by the Administration Officer.~~

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

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

~~The Officer~~ 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

~~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

~~In the absence of the Chairman of Personnel, Chairman of the employee committee, and Vice Chairman, the Personnel Committee will be called upon so that the recruitment of the Town Council is not pro-longed.~~

~~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.~~

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

Commented [LM1]: Updated to reflect recommendation made at Personnel Committee held on 31 July 2025

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

3. Interview

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

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

For the employer, the interview is an opportunity to:

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

For the candidate, the interview is an opportunity to:

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

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

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

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

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

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

Appointment

1. The Interview Panel

- 1.1. The interview panel must reach all decisions by a majority of panel members.
- 1.2. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.
- 1.3. If the panel agrees that there is at least one candidate of appointable quality, it will then agree:
 - 1.1.1. The first-choice candidate.
 - 1.1.2. The order of preference for any other candidates of appointable quality.

2. The Line Manager

- 2.1. The Line Manager will contact the first-choice candidate by telephone and make the offer of employment subject to the required eligibility checks, confirmation of qualifications, receipt of satisfactory references and, where appropriate, Disclosure and Barring Service (DBS) checks. This will be followed up by a letter of appointment and written terms of employment.
- 2.2. Where the offer of the post is declined, the Line Manager will offer the post to the next appointable candidate (in the order of preference of the interview panel) **subject to the candidate meeting the expectations of the role.**
- 2.3. ~~The Line Manager~~ **Human Resources** 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 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, ~~Human Resources HRSC~~ and the Chairman and or Vice chairman of Personnel, the offer will be withdrawn, and the Line Manager will be asked to offer the post to the next appointable candidate.

3. References

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

Candidates must give written consent prior to contacting referees.

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

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

Post Appointment

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

Staff References

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

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