



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

25 July 2025

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 31st July 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 (Vice-Chairman) J Peggs (Chairman) P Samuels B Stoyel	All other Councillors for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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
4. To receive and approve the minutes of the Personnel Committee held on 29 May 2025 as a true and correct record. (Pages 5 - 14)
5. To consider Risk Management reports as may be received.
6. To consider Health and Safety reports as may be received.
7. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Page 15)
8. To receive a recommendation from Town Vision and consider any actions and associated expenditure. (Pages 16 - 20)
9. To note the resignation of the Administration Assistant for the Service Delivery Department.
10. To note the appointment of a Planning and General Administrator.
11. To receive a report on the Casual Caretaker position and consider any actions and associated expenditure. (Pages 21 - 27)
12. To receive updated Job Descriptions and Person Specifications and consider any actions and associated expenditure:
 - a. Cleaner / Caretaker; (Pages 28 - 29)
 - b. Administration Assistant - Service Delivery. (Pages 30 - 33)
13. To receive draft Job descriptions for the Town Sergeant and Mace Bearer and consider any actions and associated expenditure. (Pages 34 - 40)
(Pursuant to Personnel Committee held 29.05.25 Minute nr 21/24/25)
14. To receive a report on health care insurance and consider any actions and associated expenditure. (Pages 41 - 57)

15. To receive a report on the Town Council recruitment and selection process and consider any actions and associated expenditure. (Pages 58 - 60)
16. To receive a report on GDPR compliance and consider any actions and associated expenditure. (Pages 61 - 69)
17. To receive a report on Portable Appliance Testing and consider any actions and associated expenditure. (Pages 70 - 84)
(Pursuant to the Personnel Committee meeting held 27.02.25 minute 83/24/25)

18. 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.

19. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Attended;
 - b. Training Requests;
20. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
21. To receive nominations for the Employee Recognition Scheme and consider any actions and associated expenditure.
22. To receive an exit interview and consider any actions and associated expenditure.
23. To receive a report on Town Council employment contracts and consider any actions and associated expenditure.

24. To consider any items referred from the main part of the agenda.
25. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
26. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 30 October 2025 6.30 pm

SALTASH TOWN COUNCIL

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

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

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

APOLOGIES: None.

1/25/26 TO ELECT A CHAIRMAN.

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

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

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

No further nominations were received.

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

Councillor Peggs in the Chair.

2/25/26 TO ELECT A VICE CHAIRMAN.

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

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

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

No further nominations were received.

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

3/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/25/26 DECLARATIONS OF INTEREST:

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

None.

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

None.

5/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 27 MARCH 2025 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 27 March 2025 were confirmed as a true and correct record.

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

Nothing to report.

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

Nothing to report.

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

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

Members had no questions.

It was **RESOLVED** to note.

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

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

Members had no questions.

It was **RESOLVED** to note.

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

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

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

a. Quarter Four for the year 2024/25;

It was **RESOLVED** to note.

b. Quarter One for the year 2025/26.

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

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

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

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

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

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

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

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

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

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

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

It was **RESOLVED** to note.

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

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

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

December 2025;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- b. Recruitment.

It was proposed by Councillor Brady, seconded by Councillor Stoyel

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

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

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

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

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others. Engaging in such conduct may bring the Town Council into disrepute.

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

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

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

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

a. Training attended;

It was **RESOLVED** to note.

b. Training requests;

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

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

25/25/26

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

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

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

It was **RESOLVED** to note.

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

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

26/25/26

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

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

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

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

It was **RESOLVED** to note.

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

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

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

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

Nothing to report.

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

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

31/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 31 July 2025 at 6.30 pm

Rising at: 8.22 pm

Signed: _____
Chairman

Dated: _____

Personnel Committee - Personnel Budget 2025-26
Saltash Town Council
For the 3 months to June 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	50	200
6662 ST PE HR Professional Fees	11,119	10,815	1,948	8,867
Total Personnel Expenditure	12,766	13,065	2,693	10,372
Training Costs				
6682 ST PE Staff Training (Library)	281	1,218	18	1,201
6656 ST PE Staff Training (P&F)	1,977	4,000	155	3,845
6676 ST PE Staff Training (Service Delivery)	6,457	7,695	1,488	6,207
Total Training Costs	8,716	12,913	1,661	11,253
Staffing Costs				
Library Staffing Costs	138,632	165,056	31,105	133,951
P&F Staffing Costs	348,399	441,897	89,667	352,230
Services Staffing Costs	280,272	344,379	77,867	266,512
Total Staffing Costs	767,303	951,332	198,639	752,693
Other Staffing Cost				
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0
6659 ST PF Town Sergeant & Mace Bearer Fees	507	600	225	375
Total Other Staffing Cost	1,007	1,100	725	375
Total Personnel Operating Expenditure	789,791	978,410	203,717	774,693
Total Personnel Operating Surplus/ (Deficit)	(789,791)	(978,410)	(203,717)	(774,693)
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	54,108	11,162	42,946
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	80	14,595
Total Personnel EMF Expenditure	12,699	136,352	11,242	125,110
Total Personnel Expenditure (Operational & EMF)	802,490	1,114,762	214,959	899,803
Total Personnel Budget Surplus/ (Deficit)	(802,490)	(1,114,762)	(214,959)	(899,803)

To/From Reserves & Budget Virement

1. Virement from P&F Staffing costs to 6694 ST PF EMF Staff Contingency - £19,977 - PE26/25/26

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 recommendation from Town Vision and consider any actions and associated expenditure.

30/25/26 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER ONE 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received, reviewed and discussed each Committee and Sub Committee's deliverables in detail.

It was proposed by Councillor Gillies, seconded by Councillor Suter and


RESOLVED:

6. To **RECOMMEND** to the Personnel Committee to;

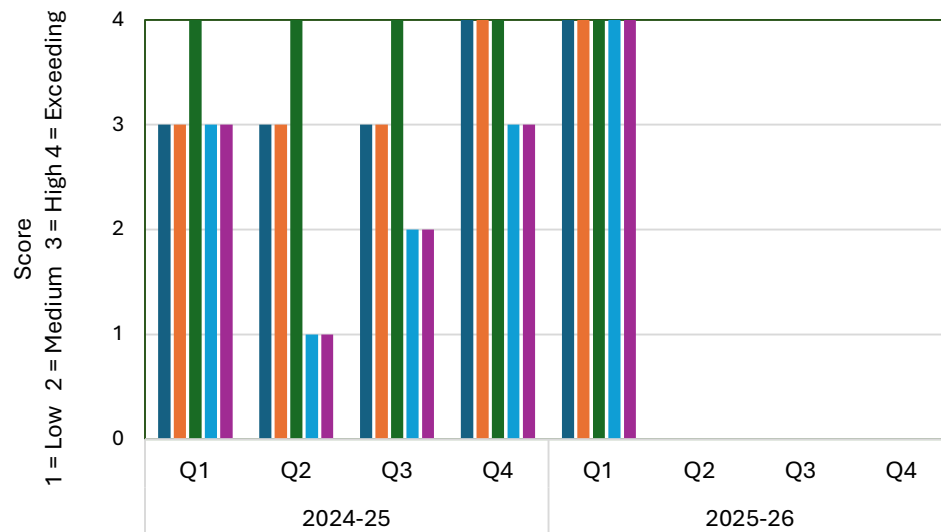
- a. Under Strategic Priority 2 'Aim' – Provide excellent welfare facilities – add under 'Actions' – To consider improvement of Guildhall staff restrooms and changing facilities where feasible;
- b. Under Strategic Priority 2 'Aims' – Provide occupational health assessments as required to support staff at work – add under 'Actions' – To provide mental health first aid training for line managers to attend;

End.

Town Vision Sub 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)	2025-26			
						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	Three vacant posts (Community Hub Team Leader, Planning and General Administrator, Comms and Engagement Officer) providing career progression Ongoing training offered to staff throughout the year to match the role undertaken Salaries based on NJC recommended scales which is above average in the South West	4	4			
		Real Living Wage Employer	Be an accredited Living Wage Employer	Continue to be an accredited LW Employer	4	4			
		Local Government Pension Scheme	To be part of the LGPS	Continue to be a part of the LGPS and approval of increases	4	4			
		Operate in accordance with our Civility and Respect Pledge	Town Council to sign the annual Civility and Respect Pledge	Annual Town Meeting held on 15 May 2025 Minute NR 53/25/26 Town Council's commitment to the pledge was reaffirmed by the Chairman resigning the pledge. Pledge is displayed in Town Council buildings and on the website.	4	4			
		Provide a Protocol to advise Officers and Members of the appropriate working relations with one another	Create, adopt and adhere to the protocol	Readopted at Annual Town Council meeting in May 2025 Town Council staff commitment to the pledge was reaffirmed at the monthly management meetings and departmental meetings	4	4			

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

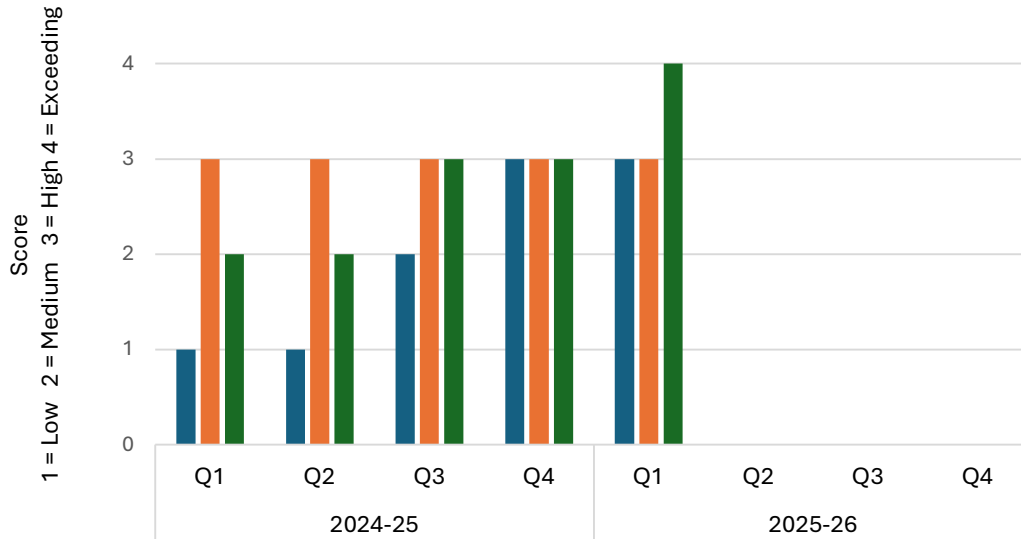
■ Local Government Pension Scheme

■ 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)	2025-26			
						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	Personnel Committee held on 29/5/25 17/25/26 Staff awarded half-day 24/12/25 18/25/26 Saltash Day awarded 2/1/26 28/25/26 Staff awarded voucher through the Employee Recognition Scheme	3	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	Occupational Health available as required Human Resources Consultant service	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	H2H H&S Audit actioned Annual Health Surveillance Checks provided for Service Delivery staff to ensure they remain safe at work Robust Risk Assessments for safety Human Resources Consultant service	4	4			

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

**To receive a report on the Casual Caretaker position and consider any actions
and associated expenditure**

Report to: Personnel Committee

Date of Report: 21/07/25

Officer Writing the Report: Service Delivery Manager

Officers Recommendations

Members are asked to consider replacing the current Casual Caretaker position (600 hours per annum) with a new role: Multi-Task Caretaker Operative, contracted on a flexible basis for a minimum of 20 hours per week. This role is designed to better support the operational needs of the Town Council by aligning duties with current service demands.

The position would be appointed at the Town Council's agreed salary scale: NJC Scale Points 5–6 (£24,790 – £25,183 pro-rata).

As the proposed role represents a change to the existing Town Council staffing structure, approval of the officer's recommendation must be referred to Full Council for final endorsement and sign-off prior to advertising the position.

Report Summary

The Casual Caretaker position is currently vacant. Before proceeding with re-advertisement, the role has been reviewed in light of the current and future needs of the Service Delivery Department. This analysis has confirmed that continued support is required, but in a more structured and consistent format than the existing arrangement.

Members are therefore asked to consider the proposal to replace the Casual Caretaker role with a Multi-Task Caretaker Operative, offering greater flexibility and alignment with operational demands.

- Please refer to **Appendix A** for the current Casual Caretaker job description.
- Please refer to **Appendix B** for the proposed Multi-Task Caretaker Operative job description.

How Does This Meet the Business Plan?

Strategic Priority 1 - Boosting Jobs and Economic Prosperity:

To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.

Aims of the Personnel Committee:

To continue to be a good employer and invest in officer growth by supporting relevant professional development

What does success look like:

Training and professional development to match the role undertaken

Budgets

Budget Availability: £241,000 (including oncost)

Budget Codes: 6618 Services Delivery Gross Pay

Signature of Officer:

Service Delivery Manager

APPENDIX A

Job Description – Casual Caretaker

Variable hours as required over seven days.

NJC scale: SP 7 As of 1 April 2011

Responsible to: The Town Clerk- Line Manager.

Purpose of job: To provide a halls caretaking and Town Council property maintenance service.

TASKS.

- 1) Move furniture and prepare rooms for hire (taking account of the requirements of fire regulations and the entertainments licence.)
- 2) Ensure that all fire exits are kept free from obstruction and all fire doors are kept closed.
- 3) Provide refreshments as requested for users of the Guildhall.
- 4) Fly flags as required.
- 5) To Place notices on all Town Council Notice Boards (Currently six.) if necessary but ordinarily shared between caretaking staff.
- 6) Maintain the fabric and equipment of the Guildhall and other Town Council property as directed or as agreed with the Town Clerk.
- 7) Report larger repairs or failures to the Town Clerk.
- 8) Carry out and record weekly fire alarm and emergency lighting tests.
- 9) To carry out and record regular safety checks.
- 10) Unlock and secure premises, including safe custody of keys, and setting security alarm
- 11) Undertake cleaning as directed including emptying bins, placing refuse out for collection
- 12) Maintaining stock of cleaning supplies taking into account current COSHH regulations.
- 13) To be responsible for security of premises, including safe custody of keys and setting of security alarm.
- 14) In conjunction with all staff at the Guildhall, to be responsible for overseeing bookings and events, if necessary.
- 15) To provide absence cover for staff as may be required from time to time.
- 16) To work in accordance with the Town Council's policies and procedures.

- 17) To undertake such duties as may arise from time to time commensurate with the position
- 18) This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.
- 19) Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required

APPENDIX B

Job Description

Position Title	Service Delivery Caretaker / General Assistant
Location	Saltash Town Council – Longstone Depot / Guildhall Requirement to work at other Town Council sites in Saltash, depending on business needs.
Reporting to	Service Delivery Manager
Hours	Flexible 20 hours minimum, varied over 7 days including some evenings, weekends and bank holidays according to the needs of the Council. Working hours will vary from week to week according to the rota.
NJC Grade	5 - 6

Job purpose:

To be a part- time multi-task operative across a wide variety of roles, including providing cover for staff holidays and absence.

Help and assist with the smooth running of a variety of Town Council owned buildings, parks, cemeteries, allotments and public amenities in the area.

Ensure Town Council facilities are kept clean, tidy and well presented.

Duties include cleaning, setting-up meeting rooms or events, caretaking events and meetings out of hours, and updating notice boards along with general tasks required by the Service Delivery Department.

Key responsibilities:

1. To provide general caretaking duties for public and Council room bookings. Setting up tables and chairs for the bookings. Opening and locking premises as required. This will include some evening and weekend bookings that may be out of hours.
2. To move furniture and prepare rooms for hire in various buildings according to the room layout or booking request. This may also include refreshments.

3. To be responsible for security of premises, including safe custody of keys and setting of security alarm when required. Checking the Fire exits are clear and free from obstruction.
4. Other duties may include cleaning as directed, the emptying of bins and removal of refuse.
5. To assist with weed removal from specified areas – lawns, borders and hard surfaces.
6. To assist with Hard and/or soft Landscaping projects on occasion.
7. To maintain clear and safe pedestrian access to all STC buildings, land and facilities in adverse weather conditions (e.g. clearing snow, gritting etc.)
8. To undertake cleaning as directed of all grounds, property and facilities including emptying bins, public toilets and placing refuse out for collection.
9. To place various posters in the Town Council notice boards.
10. To assist with town events as required during the year.
11. To provide absence cover for staff and provide relief cover for staff at all STC sites, grounds or premises as required.
12. To assist and undertake works, maintenance and repairs as may be required to Town Council property, land and equipment.
13. To undertake some handypersons duties and repairs as directed by the Line Manager to Town Council property and equipment.
14. Report any damage, repairs or items that will require additional work to the line manager.
15. To provide absence cover for staff as may be required.
16. To work in accordance with the Town Council Policies and procedures.
17. To undertake such duties as may arise from time to time commensurate with the position.

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

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

Job Description

Position Title	Service Delivery Cleaner / Caretaker
Location	Saltash Town Council – Guildhall Requirement to work at other Town Council properties in Saltash, depending on business needs.
Reporting to	Service Delivery Manager
Hours	20 hours per week required over 5 days for the hours of 8 am - 12.00 noon.
NJC Grade	5 - 6

Job purpose:

To provide a full and comprehensive daily cleaning service of all Town Council properties.

Ensure Town Council facilities are kept clean, tidy and well presented.

Duties include cleaning, setting-up meeting rooms or events, caretaking events and meetings out of hours, and updating notice boards along with general tasks required by the Service Delivery Department.

Key responsibilities:

1. To provide a full and comprehensive daily cleaning service of all areas relating to the Guildhall, Isambard House and Library.
2. To provide a full and comprehensive deep cleaning service to all areas of the Town Council Buildings
3. Ensure cleaning is programmed to take place at appropriate times outside of staff and public use of some offices and public areas such as toilets and kitchens as required.
4. To clean lower external areas and ledges to equipment height at standing level.
5. Litter pick and sweep the surrounds of Town Council Buildings and empty bins on a daily basis and as necessary.
6. Move furniture and prepare rooms with the appropriate setup required for hire (taking account of the requirements of fire regulations).

7. Ensure that all fire exits are kept free from obstruction and all fire doors are kept closed.
8. Ensure the kitchen is available and clean at all times when not in use.
9. Provide refreshments as requested for members and users of the Guildhall, Isambard House and Library meetings.
10. To clean and refresh all refreshment points within the buildings on a daily basis and as necessary.
11. Maintaining the ordering of stock of refreshment and cleaning supplies taking into account current COSHH regulations for each building.
12. Report any repairs or failures within the buildings to your Line Manager.
13. Unlock and secure premises, including safe custody of keys, and setting security alarm for each building, including parking areas.
14. To work in accordance with the Town Council's policies, Health & Safety and procedures.
15. To undertake such duties as may arise from time to time commensurate with the position.

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

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

Job Description:

Position title	Service Delivery Administration Assistant
Location	Saltash Town Council – Longstone Depot
Reporting to	Service Delivery Manager (Line Manager)
Hours	20 hours per week. Monday – Friday 0930-1330 hours
NJC grade	7-9

Purpose of job:

1. To support the Service Delivery Manager and Assistant Service Delivery Manager in the day running of the Service Delivery Department of Saltash Town Council
2. To provide cover for other administration staff at the Guildhall as directed by the Service Delivery Manager

Key Responsibilities:

1. To provide administrative assistance with the burial procedures, jointly with the Service Delivery Manager and the Town Council's burial administration department.
2. To manage all Service Delivery inbox emails and telephone enquiries and action accordingly.
3. To create a staff shift rota for the Service Delivery Department team and update as per instructions of the Service Delivery Manager.
4. To be responsible for the ordering and raising of purchase orders of all materials, equipment and sundries as directed by the Service Delivery Manager.
5. To be responsible for the ordering and raising of purchase orders for staff uniform and PPE requirements.
6. To be responsible for the ordering and supply of all first aid equipment across the Town Council departments.
7. To assist in obtaining quotes for items and contracts relating to the Service Delivery Department as directed by the Service Delivery Manager.
8. To be responsible for maintaining stock levels of all materials, ensuring that stock levels remain sufficient for the department's operational requirements.
9. To complete the ordering process from initialisation to completion in line with the Town Councils finance and ordering procedures.
10. To review, update and manage all department filing systems regularly.

11. To assist with the moorings and pontoon management, administration and payment processes.
12. To assist with the allotment management, administration, contracts and payment processes.
13. Arrange staff training as required by the Service Delivery Manager and maintain training records for the Service Delivery Department.
14. To attend relevant staff training as required for the job role.
15. Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement.
16. To work in accordance with the General Data Protection Regulations and the Town Council's policies and procedures.
17. To develop and maintain professional working relationships with colleagues, Town Councillors, key stakeholders and members of the public.
18. To provide cover for staff (where trained to do so) as and when required as directed by the Service Delivery Manager.
19. To undertake such duties which may arise from time to time commensurate with the position.
20. To be an advocate for the Town Council business plan as part of the team in assisting the Town Council to meet the objectives and deliverables.

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

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

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

	Essential	Desirable
1. Educational Qualifications	<p>Educated to GCSE level or equivalent including English and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>A recognised qualification or experience in local council administration</p>
2. Work Experience	<p>Experience of using and a working knowledge of</p> <ul style="list-style-type: none"> • Outlook • Word • Excel • Teams <p>Experience working within a compact and demanding office environment.</p> <p>Proven customer service experience.</p> <p>Experience in purchase ordering from the initialisation of the process to completion.</p>	<p>Experience of using and a working knowledge of</p> <ul style="list-style-type: none"> • Nitro • Scribe Allotments • Net 2 Paxton System • Zahara PO <p>Knowledge and experience of cemetery administration.</p> <p>Knowledge and experience of working with local government.</p> <p>Understanding of COSHH, first aid and Health and Safety.</p>
3. Skills	<p>Ability to adapt and problem solve at short notice.</p> <p>Excellent presentation skills.</p> <p>Effective communication skills.</p> <p>Effective organisation skills.</p>	<p>Experience of minute taking.</p>

	<p>Ability to act with complete impartiality.</p> <p>Self-motivated and drive.</p> <p>Be able to work unsupervised and occasional lone working.</p> <p>High standard of attention to detail.</p>	
4. Other	Flexible approach to duties across all departments.	<p>Driving licence and vehicle.</p> <p>Understanding council terminology and procedures.</p>

To receive draft job descriptions for the Town Sergeant and Mace Bearer and consider any actions and associated expenditure.

Report to: Personnel Committee

Date of Report: 22/05/2025

Officer Writing the Report: Development and Engagement Manager

Officers Recommendations

Members are asked to consider the following:

- 1) To approve the draft job descriptions for the Town Sergeant and Mace Bearer, subject to Human Resources (HR) Support Consultancy final sign off and Full Council's approval.

Report Summary

It has been identified that the current roles of Mace Bearer and Town Sergeant lack formal job descriptions. The absence of clearly defined responsibilities and expectations can present challenges for both the employer and appointed persons in understanding the scope and requirements of these positions.

To address this issue, job descriptions have now been developed for both roles. These documents aim to provide clarity, support effective performance, and ensure mutual understanding between the Town Council and the current postholders.

Please refer to **Appendix B** and **Appendix C** for the Town Sergeant and Mace Bearer job descriptions.

How does this meet the Business Plan?

The introduction of job descriptions for the Mace Bearer and Town Sergeant roles supports the Business Plan objective of improved jobs and economic prosperity, by providing clear and transparent role expectations, enhancing professionalism, and supporting fair recruitment.

Signature of Officer:



APPENDIX B: Town Sergeant Job Description

Job Title: Town Sergeant

Line Manager: Development and Engagement Manager

Job Purpose

The Town Sergeant is a key figure in the civic life of the town, supporting the Mayor, Deputy Mayor, and Councillors at formal and ceremonial events.

The role combines protocol duties, event support, and custodianship of civic regalia and traditions.

The Town Sergeant helps uphold the dignity of the Town Council and ensures the smooth running of events and official proceedings.

Duties

Civic and Ceremonial

1. Assist the Mayor and Deputy Mayor with civic regalia, helping them get ready, ensuring chains of office are properly secured to robes.
2. Carry the civic mace at official functions, including council meetings, mayoral processions, and other formal occasions.
3. Announce the arrival of the Mayor, Civic Party, and Dignitaries at official functions as and when required.
4. Form up and lead civic parades in accordance with the Order of Precedence (as attached).
5. Accompany the Mayor on walkabouts during events, providing assistance and maintaining dignity of office.
6. Engage courteously with members of the public, visiting dignitaries, and other officials.
7. Attend official events such as:
 - Remembrance Services
 - Mayor Making Ceremonies
 - Civic Funerals
 - Regatta and May Fair (where a civic parade is requested and approved)

Regalia and Protocol

1. Ensure regalia is brought back to the Guildhall after events and is securely stored.
2. Take care of all civic regalia and robes, reporting any issues or damage promptly to line manager.
3. Wear livery appropriate to the role at all formal events and public appearances.
4. Pose for photographs taken by the Town Council and the public; images may be shared on social media and in official publications.
5. Advise the Mayor and Council members on matters of civic protocol and ceremonial tradition.

Restrictions

The Town Sergeant whilst in costume with or without seals may not 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

Costumes will be provided and funded by the Town Council, and shall remain the property of the Town Council. The Town Sergeant will be required to wear the designated attire as supplied.

Conditions of Service

The Town Sergeant will:

1. Wear the costume associated with the function.
2. £50 per occasion attendance will be paid via the Town Council payroll system.
3. The Town Sergeant will be required to attend the following Civic functions on dates to be decided each year:
 - Mayor Making
 - Civic Service

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

Person Specification

1. Excellent communication and interpersonal skills.
2. Strong sense of tradition and civic responsibility.
3. Ability to perform ceremonial duties with a high level of formality and professionalism, reflecting the public-facing nature of the role.
4. Available for flexible hours, including evenings, weekends, and public holidays.
5. Comfortable wearing official livery and engaging with the public.
6. Understanding of local government functions and ceremonial protocol.

APPENDIX C: Mace Bearer Job Description

Job Title: Mace Bearer

Line Manager: Development and Engagement Manager

Job Purpose

The Mace Bearer is a prestigious civic role that upholds ceremonial tradition by leading the Mayor and civic dignitaries at formal events and processions.

The bearer carries the civic mace, a symbol of the authority of the Town Council, and ensures dignified, professional support to the Mayor during public duties.

Duties

Civic and Ceremonial

1. Assist the Mayor and Deputy Mayor with civic regalia, helping them get ready, ensuring chains of office are properly secured to robes.
2. Carry the civic mace at official functions, including council meetings, mayoral processions, and other formal occasions.
3. Accompany the Mayor on walkabouts during events, providing assistance and maintaining dignity of office.
4. Act as an aide during formal duties, ensuring punctuality and adherence to official protocol.
5. Represent the Town Council in a dignified and professional manner at all public events.
6. Engage courteously with members of the public, visiting dignitaries, and other officials.
7. Act as Town Sergeant as and when required.
8. Attend official events such as:
 - Remembrance Services
 - Mayor Making Ceremonies
 - Civic Funerals
 - Regatta and May Fair (where a civic parade is requested and approved)

Regalia and Protocol

1. Ensure regalia is brought back to the Guildhall after events and is securely stored.
2. Take care of all civic regalia and robes, reporting any issues or damage promptly to line manager.
3. Wear livery appropriate to the role at all formal events and public appearances.
4. Pose for photographs taken by the Town Council and the public; images may be shared on social media and in official publications.
5. Advise the Mayor and Town Council members on matters of civic protocol and ceremonial tradition.

Restrictions

The Mace Bearer whilst in costume with or without seals may not 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

Costumes will be provided and funded by the Town Council, and shall remain the property of the Town Council. The Mace Bearer will be required to wear the designated attire as supplied.

Conditions of Service

The Mace Bearer will:

1. Wear the costume associated with the function.
2. £25 per occasion attendance will be paid via the Town Council payroll system.
3. The Mace Bearer will be required to attend the following Civic functions on dates to be decided each year:
 - Mayor Making
 - Civic Service

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

Person Specification

1. Excellent communication and interpersonal skills.
2. Strong sense of tradition and civic responsibility.
3. Ability to perform ceremonial duties with a high level of formality and professionalism, reflecting the public-facing nature of the role.
4. Available for flexible hours, including evenings, weekends, and public holidays.
5. Comfortable wearing official livery and engaging with the public.
6. Understanding of local government functions and ceremonial protocol.

To receive a report on health care for staff and consider any actions and associated expenditure.

Report to: Personnel Committee

Date of Report: 17 July 2025

Officer Writing the Report: Finance Officer

Pursuant to: Personnel committee on 27 February 2025, minute nr 72/24/25

Delegate to the Responsible Finance Officer to research health care insurance for staff reporting back at the next Personnel Committee meeting with a comprehensive report.

Officers Recommendations

Members are asked to consider the benefits of providing health care for employees who wish to “opt in” to the benefits. This will enhance employee wellbeing, reduce absenteeism, and improve recruitment and retention by offering a reputable health care cash back scheme.

The cost will be nil to the Town Council as the premium will be recharged to the employee through payroll.

Company A is recommended based on the more comprehensive coverage offered at a very reasonable monthly cost and allows partners to be added to the scheme. Both Company A and Company B were responsive and easy to work with during the quotation process, and we would be happy to engage with either provider.

The setup will require some coordination between the Finance and Admin departments, working closely with HR to ensure all details are accurately implemented.

Report Summary

There are 2 options for medical insurance, one being **Health Insurance**, which covers the treatment of unforeseen medical conditions and **Health Care Cash Plan** which contributes towards the cost of routine healthcare which means employees don't have to be ill to benefit.

The Health Care Cash Plan is a more affordable way of recovering some of the costs of essential, foreseeable healthcare.

Pros and Cons

Pros:

- **Company culture:** Offering health benefits can reinforce a caring and supportive workplace ethos Enhances employee satisfaction and loyalty
- **Employee wellbeing:** It supports faster access to healthcare, reducing absenteeism and improving productivity.
- **Company culture:** Offering health benefits can reinforce a caring and supportive workplace ethos.

Cons:

- Ongoing cost commitment
- Administrative burden
- Potential inequality if not offered to all staff

This report compares the 2 leading providers in the UK who offer Health Care Cash Plans - **Company A** and **Company B**, both of which offer 3 levels of cover.

Key information for Company A

Appendix A is a policy summary and a breakdown of the benefits per level/category and the price per employee per month.

Key points are:

- There is no upper age limit
- It is a flat rate per employee, per month, regardless of age
- It is not underwritten, so no medical questions to answer or screenings required and pre-existing conditions are covered
- The premium is set per person at the start of the policy year and not reviewed until the annual renewal
- Levels of cover are reviewed and can be changed at annual renewal only
- Joiners and leavers can be actioned at any month throughout the year so you only pay for the time they are with the company/on the scheme
- There is no excess for the members to pay
- Children under 18 can be included free of charge
- Co-habiting partners/spouses or children over 18 living at home can also be included for approx. the same monthly fee as the employee
- The employer needs to pay the cost of the employee's premium, but you can deduct the cost of family members through the employee's salary
- You can also fund a standard level of cover and allow the members to upgrade and deduct the difference from their salary
- It is a P11D benefit, so the member's tax will be affected by the annual cost of the scheme. As that cost is low, the tax implication is very low and members can offset this by making at least one claim.

Claim Process

- Each employee has access to the **Company A** App using their unique customer number, provided by us
- In the App they can make and manage claims, make GP appointments, access support services, such as the health and wellbeing information and counselling
- To claim they follow these steps:
 - Incur the cost and ask the provider for a receipt
 - Log into the App and add the information and take a picture of the receipt
 - Add their bank details
 - Payment is made into their nominated account within 7 days
- Employees do this each time they claim until they have used each benefit amount within the policy year
 - They can see what benefit amount they have left in each category within the App
- They have 6 months after incurring the cost to make a claim

Company A is the **only** Which? recommended provider for Private Medical insurance for the second year. It has a Trustpilot rating of 4.6 'Excellent'. It is certified for:

- ISO 9001 Quality Management
- ISO 22301 Business Continuity Management
- ISO 14001 Environmental Management
- ISO 27001 Information Security Management

Customer Service excellence – On average, calls answered in less than 2 minutes, and 97% claims authorised.

Key information for Company B

Appendix B is the table of cover and policy guide of the benefits per level/category and the benefits descriptions

Key points are:

- The employee pays for treatments, goods or services and then claim up to 100% of eligible costs back up to the benefit limit. This is paid into the main members nominated bank account, subject to the terms and conditions of your policy and the benefit limits within.
- The employee won't need a GP referral to claim any of your benefits.
- The employee can claim cash back towards some of the everyday healthcare expenses. These may include dental, optical and prescription costs, therapy sessions and consultations. This will depend on which plan you have and the benefit limits within it.
- For Cash Plan 100 and Health Expenses, pre-existing conditions are covered for all benefits.
- Option to upgrade plan once every year, at the renewal date, through employee salary sacrifice
- 24/7 health phone advice and the Employee Assistance Programme (EAP)
- Simple way to claim. Once a claim is processed, the insurance provider will pay the cash back into the nominated bank account
- Plus, employees can include cover for up to four child dependants under the age of 24, providing they live in the UK
- All health cash plans include helplines, giving employees day and night telephone access to health advice from experienced, qualified nurses and wellbeing resources.

Company B has an excellent Trustpilot rating of 4.4 'Strong customer satisfaction'. They are a "Not for Profit" organisation and therefore have no shareholders resulting in profits being reinvested into healthcare services rather than paying dividends, which supports continuous improvement in care quality.

How Medical Cash Plan Deductions Will Affect Employee's Pay

- The monthly premium for the medical cash plan will be deducted from employee's net pay, which means take-home pay will be slightly reduced each month.
- The exact deduction will depend on the specific cash plan chosen.
- This benefit is classed as a Benefit in Kind (BIK) and will be reported annually via a P11D form submitted by the employer.
- As a result, the employee's tax code will be adjusted by HMRC to account for the taxable benefit, and the employee will pay tax on the value of the benefit through salary.

Tax Example:

- The current basic income tax rate is 20% for earnings between £12,571 and £50,270, and the higher rate is 40% for earnings between £50,271 and £125,140.
- For example, if the monthly premium is £20, and the employee is a basic rate taxpayer:
 - The tax paid is £4 per month (20% of £20).
 - This equates to an annual tax cost of £48, and a total annual cost of £288 (premium + income tax).

Maximising Value:

To make the plan cost-effective, the employee should aim to:

- Claim back at least the value of their annual premium (£240 in this example) through eligible healthcare expenses.
- Take advantage of any additional offers or discounts provided by **Company A** as part of the plan.

Quotes Provided

BENEFIT	COMPANY A	COMPANY B	COMPANY A	COMPANY B	COMPANY A	COMPANY B
	Level 1		Level 2		Level 3	
Routine Dental (NHS or private dentist. Check-ups, hygienist, fillings, x- rays)	Up to £65	Up to £60	Up to £100	Up to £120	Up to £200	Up to £200
Dental Injury (arising as a result of an external impact)	x	Up to £200	x	Up to £300	x	Up to £400
Optical (eye tests, glasses, contact lenses and prescription sunglasses)	Up to £65	Up to £60	Up to £100	Up to £120	£150	Up to £200
Audiology (hearing tests and ear cleaning)	Up to £100	x	Up to £100	x	£100	x
Therapies (listed therapies, such as physio, chiropractic and osteo. No GP referral needed for 10 sessions)	Up to £200	Up to £150	Up to £300	Up to £300	£400	Up to £500
Outpatient Consultations & Tests (blood tests, x-rays, ultrasounds)	Up to £150	Up to £200	Up to £200	Up to £300	£250	Up to £500
GP Charges (consultations, tests, prescriptions and vaccinations)	Up to £50	Prescriptions only £25	Up to £100	Prescriptions only £35	£150	Prescriptions only £45
Cash benefit for NHS hospital stays	£20 per night, up to £400	£20 per day / night, up to 20 days / nights	£35 per night, up to £700	£30 per day / night, up to 20 days / nights	£50 per night, up to £1,000	£40 per day / night, up to 20 days / nights
Health Provider health assessments	x	Up to £100	x	Up to £150	x	Up to £200
NHS Car Parking (for the member or people visiting them)	£50 for non cancer, £300 for cancer	x	£50 for non cancer, £300 for cancer	x	£50 for non cancer, £300 for cancer	x
New Baby (cash payment on the birth of a baby or adoption of a child)	£100	x	£150	x	£200	x
Employee Assistant Programme (EAP) (24 hour helplines including telephone counselling)	√	√	√	√	v	√
Structured Counselling	6 sessions	x	6 sessions	x	6 sessions	x
Remote GP Service (Remote service for advice, new prescriptions or onward referral)	√	Health Provider Nurse 24/7 and extend to close family √	√	Health Provider Nurse 24/7 and extend to close family √	√	Health Provider Nurse 24/7 and extend to close family √
Special Offers & discounts with a select range of organisations:- Gym memberships Optical and hearings aids Health screening and assessments Fitness devices Meal Subscription boxes Massage guns	√	x	√	x	√	x
Premium per person, per month (based on 20 employees)	£6.82	£2.62	£11.04	£14.09	£19.58	£32.20
Quotation valid until	14th August 2025	1st October 2025	14th August 2025	1st October 2025	14th August 2025	1st October 2025

Budgets

The intention is for the monthly cost to be covered by the employee, ensuring there is no impact on departmental or overall budgets.

Next steps

- Payroll Considerations e.g. deductions via monthly payroll and P11D reporting resulting in tax code change to recoup tax on benefit at either 20% or 40% depending on salary levels
- HR - Update employment contracts and policies to reflect the benefit. Write to all employees providing information of scheme and acceptance of “opt in” and permission to deduct costs from salaries.

How Does This Meet the Business Plan?

As part of Strategic Priority 2 – Health and Wellbeing, the Town Council aims to provide excellent welfare facilities by offering healthcare insurance that includes medical, dental, and vision coverage.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

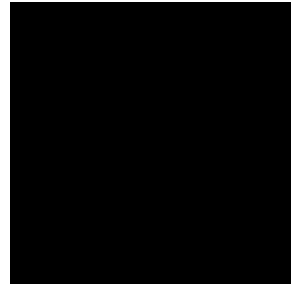
No – due to nil cost implications for STC.

Signature of Officer:

Finance Officer

Appendix A

Benefit	Level 1	Level 2	Level 3
Routine Dental (NHS or private dentist. Check-ups, hygienist, fillings, x-rays)	£65	£100	£150
Optical (eye tests, glasses, contact lenses and prescription sunglasses)	£65	£100	£150
Audiology (hearing tests and ear cleaning)	£100	£100	£100
Therapies (listed therapies, such as physio, chiropractic and osteo. No GP referral needed for 10 sessions)	£200	£300	£400
Outpatient Consultations & Tests (blood tests, x-rays, ultrasounds)	£150	£200	£250
GP Charges (consultations, tests, prescriptions and vaccinations)	£50	£100	£150
Cash benefit for NHS hospital stays	£20 per night, up to £400	£35 per night, up to £700	£50 per night, up to £1,000
NHS Car Parking (for the member or people visiting them)	£50 for non cancer, £300 for cancer	£50 for non cancer, £300 for cancer	£50 for non cancer, £300 for cancer
New Baby (cash payment on the birth of a baby or adoption of a child)	£100	£150	£200
EAP (24 hour helplines including telephone counselling)	✓	✓	✓
Structured Counselling	6 sessions	6 sessions	6 sessions
Remote GP Service (Remote service for advice, new prescriptions or onward referral)	✓	✓	✓
Premium per person, per month (based on 20 employees)	£6.82	£11.04	£19.58



Your table of cover

Wellbeing Health Expenses

This table of cover, together with your policy guide, welcome letter (or email) and premium table, sets out the full terms of your cover.

Table of benefits

This table shows the **benefits** that are available on your **cash plan**.

Each **benefit** row shows the maximum cash amount you can claim for on your chosen **membership level** for each **benefit year**. You can find details of the **benefits** in the Benefit descriptions section of this document which explains what is and isn't covered. Medical conditions you had before your **cash plan** started are covered for all **benefits**.

Some words and phrases in this document are in bold type and italics because they have a specific meaning which we explain in the Definitions section of this document.

Membership type	Individual plus*			Family**				
Membership level	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Eligibility	% of benefit paid
Dental	up to £60	up to £120	up to £200	up to £60	up to £120	up to £200	for each member covered	100%
Dental injury	up to £200	up to £300	up to £400	up to £200	up to £300	up to £400	for each member covered	100%
Optical	up to £60	up to £120	up to £200	up to £60	up to £120	up to £200	for each member covered	100%
Hospital in-patient (nights)	£20 for each member per day or night	£30 for each member per day or night	£40 for each member per day or night	£20 for each member per day or night	£30 for each member per day or night	£40 for each member per day or night	for each member covered	up to 20 days or nights for each benefit year
Hospital day-case (days)								
Therapies Includes physiotherapy, osteopathy, chiropractic acupuncture and chiropody/podiatry	up to £150	up to £300	up to £500	up to £150	up to £300	up to £500	for each member covered	100%
Consultations and diagnostic tests or scans	up to £200	up to £300	up to £500	up to £200	up to £300	up to £500	for each member covered	100%
Prescriptions	up to £25	up to £35	up to £45	up to £25	up to £35	up to £45	for each member covered	100%
Health assessments	up to £100	up to £150	up to £200	up to £100	up to £150	up to £200	for each member aged 18 and over	100%
Employee Assistance Programme (EAP Key)	✓	✓	✓	✓	✓	✓	all members aged 16 and over	-
Online health check	✓	✓	✓	✓	✓	✓	main member only	-
Anytime HealthLine	✓	✓	✓	✓	✓	✓	all members aged 16 and over	-

*Individual plus membership is for the **main member** and up to four **child dependants**.

Family membership is for the **main member, their **partner** and up to four **child dependants**.

Benefit descriptions

Below are descriptions of the **benefits** listed in the table of **benefits** on page 2. Here we explain what each **benefit** means, what is and isn't covered and any additional information you may need to get the most out of your **cash plan**.

Benefit	Benefit description
Acupuncture	Cash back for treatment or services provided by an acupuncturist .
Anytime HealthLine	<p>24-hour telephone access to information and guidance on almost any health issue, from symptom advice and travel vaccinations to first aid queries and lifestyle changes. Our team of experienced, specially trained nurses are on hand to help. This service is available every day of the year to the main member and all named dependants aged 16 and over. Call 0345 603 0779. Calls may be recorded and to maintain the quality of our Anytime HealthLine service a nursing manager may monitor some calls always respecting confidentiality.</p> <p>For those with hearing or speech difficulties you can use the Relay UK service on your smartphone or textphone. For further information visit [redacted]. We also offer documents in Braille, large print, or audio.</p>
Employee Assistance Programme (EAP Key)	<p>The [redacted] Employee Assistance Programme (EAP Key) is a confidential support service that is available to the main member and all named dependants aged 16 and over. It's available all day, every day of the year, on [redacted] and includes access to:</p> <ul style="list-style-type: none"> ■ a telephone helpline ■ a specialist legal helpline* ■ a specialist financial helpline* ■ online resources. <p>Access to the above benefits is subject to suitability following the [redacted] mental health and wellbeing assessment when you call the confidential helpline.</p> <p>Please refer to section 5 of your policy guide for more information on these services.</p> <p>Calls may be recorded and to maintain the quality of our service we may monitor some calls, always respecting confidentiality. Our counsellors will explain our confidentiality policy to you when you call.</p> <p>*Information only services. For legal, financial or debt management advice, customers will need to engage external advisers separately.</p> <p>For those with hearing or speech difficulties you can use the Relay UK service on your smartphone or textphone. For further information visit [redacted]. We also offer documents in Braille, large print, or audio.</p>
health assessments	<p>Cash back for [redacted] health assessments in a [redacted] assessment centre for main members and all named dependants aged 18 and over.</p> <p>Claims will only be paid if:</p> <ul style="list-style-type: none"> ■ health assessments are booked through [redacted] and provided in a [redacted] assessment centre ■ you provide a receipt for your [redacted] health assessment with your claim form. <p>For more information or to book a [redacted] health assessment please visit [redacted]/health-assessments or call [redacted] between 8am and 6pm Monday to Friday. We may record or monitor phone calls.</p> <p>For those with hearing or speech difficulties you can use the [redacted] service on your smartphone or textphone. For further information visit [redacted]. We also offer documents in Braille, large print, or audio.</p>
Chiropody or podiatry	<p>Cash back for:</p> <ul style="list-style-type: none"> ■ chiropody or podiatry treatment or services provided by a chiropodist or podiatrist ■ any items recommended or prescribed by a chiropodist or podiatrist (excluding medication). <p>When claiming for items recommended or prescribed, we need written confirmation from the chiropodist or podiatrist for us to be able to confirm if your claim can be paid. If these items are purchased online, they must be bought from a UK, Channel Islands or Isle of Man based and registered company (regardless of web domain registration), and invoices must be in pounds sterling.</p> <p>Cash back isn't payable for</p> <ul style="list-style-type: none"> ■ any medication ■ any items including insoles that have not been recommended or prescribed by a chiropodist or podiatrist.
Chiropractic	Cash back towards treatment or services provided by a chiropractor .

Benefit	Benefit description
Consultations and diagnostic tests or scans	<p>Cash back for:</p> <ul style="list-style-type: none"> ■ consultations with a consultant ■ consultations with a dietitian or occupational therapist ■ diagnostic tests or scans requested by your consultant to help determine or assess your condition. This must take place as part of an out-patient investigation, which we'll need a letter from your consultant confirming ■ diagnostic tests or scans for conditions specifically linked with, or related to, fertility treatment <p>Cash back isn't payable for:</p> <ul style="list-style-type: none"> ■ any radiologist fees or appointments with a general practitioner (GP), even if you have a receipt, or consultations provided by a medical or dental professional who is not a consultant ■ non-health related consultations ■ any test or scan performed which is not to assess a specific condition, for example as part of a health screening or assessment, routine tests, health tests or wellness reviews ■ any test or scan services performed as part of a hospital in-patient or hospital day-case procedure ■ any test or scan services provided by an orthodontist.
Dental	<p>Cash back for:</p> <ul style="list-style-type: none"> ■ dental treatment provided by a dental professional ■ home use materials and kits bought from a dental professional for example mouth guards and toothpastes. <p>Cash back isn't payable for:</p> <ul style="list-style-type: none"> ■ any medications (prescribed or non-prescribed). Medication prescribed by a dental professional is covered by the prescription benefit (if this applies to your cash plan) ■ home use materials and kits bought independently and not from a dental professional.
Dental injury	<p>Cash back for treatment provided by a dental professional for a dental injury arising as a result of an external impact. When claiming, we need you to provide details of the accident and the treatment received from the dental professional.</p> <p>Cash back isn't payable for:</p> <ul style="list-style-type: none"> ■ any dental injury treatment resulting from, or related to, any injury sustained while taking part in a physical contact sport ■ any dental injury treatment resulting from, or related to, a deliberate self-inflicted injury ■ any dental injury treatment arising as result of an external impact which took place before the policy start date or the date the member joined (if later) ■ any dental injury treatment arising as a result of an external impact which took place outside the UK, Channel Islands or Isle of Man.
Hospital day-case (days)	<p>Cash benefit, for up to 20 days within each benefit year, for hospital day-case admissions for treatment or investigation, including where the member has cosmetic or reconstructive surgery to restore their appearance after an accident, surgery for cancer or gender reassignment surgery arising from gender dysphoria.</p> <p>The total 20 day or night allowance for each benefit year is a combined allowance with the hospital in-patient benefit. Night means each night a member is admitted as a hospital in-patient. Day means each day a member is admitted as a hospital day-case.</p> <p>Cash benefit isn't payable for:</p> <ul style="list-style-type: none"> ■ cosmetic or reconstructive surgery for cosmetic reasons ■ going to hospital for casualty or emergency treatment, which doesn't need a formal admission to a hospital bed ■ any admissions that aren't classed as hospital day-case e.g. treatment not delivered in a hospital, respite care, out-patient check-ups or out-patient scans ■ claims for laser eye surgery, which can be claimed under the optical benefit only (if available on your cash plan).
Hospital in-patient (nights)	<p>Cash benefit for:</p> <ul style="list-style-type: none"> ■ up to 20 nights for each benefit year for hospital in-patient admissions, including where the member has cosmetic or reconstructive surgery to restore their appearance after an accident, surgery for cancer or gender affirmation surgery arising from gender dysphoria ■ parental stays if the main member or their partner (if covered) stays overnight in hospital with a child dependant, under age 16, whilst the child has hospital in-patient treatment. Parental stays, when eligible, are paid from the benefits of the main member or partner. <p>The total 20 day or night allowance for each benefit year is a combined allowance with the hospital in-patient benefit. Night means each night a member is admitted as a hospital in-patient. Day means each day a member is admitted as a hospital day-case.</p> <p>Cash benefit isn't payable for:</p> <ul style="list-style-type: none"> ■ cosmetic or reconstructive surgery for cosmetic reasons ■ going to hospital for casualty or emergency treatment which doesn't need a formal admission to a hospital bed ■ hospital in-patient treatment which isn't provided by a consultant or where there isn't a consultant in overall charge ■ hospital admissions arranged for social or domestic reasons ■ the first 10 nights of a member's maternity hospital in-patient stay. This means any hospital in-patient stay during which a member gives birth. Members can claim from the 11th night of their maternity hospital in-patient stay ■ geriatric care ■ convalescence care or rehabilitation ■ addictive conditions.
Online health check	<p>This service, available to the main member only, is via an online wellbeing portal which provides a lifestyle score with recommendations and online coaching and support tools. Visit [REDACTED] and register, entering your registration code (62196130106) when asked.</p>

Benefit	Benefit description
<i>Optical</i>	<p>Cash back for:</p> <ul style="list-style-type: none"> ■ glasses with prescribed lenses, prescribed contact lenses and routine sight tests when provided by a qualified ophthalmic practitioner ■ corrective laser eye treatment carried out by an ophthalmic surgeon who is a consultant. <p>Where prescribed glasses or contact lenses are purchased online, they must be bought from a UK, Channel Islands or Isle of Man based and registered company (regardless of web domain registration), and invoices must be in pounds sterling.</p> <p>Cash back isn't payable for items including (but not limited to) solutions, chains or cases.</p>
<i>Osteopathy</i>	Cash back for treatment or services provided by an osteopath .
<i>Physiotherapy</i>	Cash back for treatment or services provided by a physiotherapist .
<i>Prescriptions</i>	<p>Cash back for:</p> <ul style="list-style-type: none"> ■ charges paid for a prescription provided by a general practitioner (GP), dental professional or consultant ■ prescription prepayment certificates.

Definitions

Some words and phrases we use in this document are in bold type and italics. This is because they have a specific meaning which we explain below

Defined term	Definition
Acupuncturist	Means an acupuncturist who is recognised by us and can be found on our online directory finder.bupa.co.uk , or registered as a Member or Fellow of the British Acupuncture Council (MBAcC or FBaCC), British Medical Acupuncture Society (BMAS), or Acupuncture Association of Chartered Physiotherapists (AACP), when you have your treatment. Visit these organisations' websites www.aacp.org.uk (AACP), www.medical-acupuncture.co.uk (BMAS) or www.acupuncture.org.uk (BACC) to see if a practitioner is registered.
Agreement	Means the agreement between [REDACTED] and the main member or the group which provides the terms of your cover (please see your policy guide for the definition specific to your policy).
Benefit or Benefits	Means each of the benefits set out in this table of cover, which you can claim for as a member of the policy.
Benefit allowance	Means the maximum amount available for each benefit of the cash plan during each benefit year . You can find the allowances for each benefit on this table of cover.
Benefit year	Means a 12-month period starting on the main member's start date or anniversary of that start date . This applies to all members .
[REDACTED]	Means [REDACTED] Insurance Limited, which is the company that provides the insurance cover. Registered in England and Wales with registration number [REDACTED]. Registered office: [REDACTED]. [REDACTED] may act through [REDACTED] Insurance Services Limited, and the term [REDACTED] may also refer to other companies in the [REDACTED] group, where indicated in the agreement .
Cash plan	Means the benefits provided and shown on this table of cover, subject to the terms and conditions of the agreement .
Child dependant	Means any child of the main member or their partner , including any child for whom the main member or their partner is a legal guardian or foster parent. See section 2.2 of your policy guide for more details.
Chiropodist	Means a chiropodist who is recognised by us and can be found on our online directory [REDACTED], or registered with the Health and Care Professions Council (HCPC) when you have your treatment. Visit the HCPC website www.hcpc-uk.org to see if a practitioner is registered. The HCPC is governed by the Professional Standards Authority (PSA).
Chiropractor	Means a chiropractor who is recognised by us and can be found on our online directory [REDACTED], or registered as a member of the General Chiropractic Council (GCC) when you have your treatment. Visit the GCC website www.gcc-uk.org to see if a practitioner is registered. The GCC is governed by the Professional Standards Authority (PSA).
Consultant	Means a specialist who is licensed and registered with the General Medical Council (GMC) or General Dental Council (GDC). Visit the GMC website www.gmc-uk.org or the GDC website www.gdc-uk.org to see if a consultant is registered. There is a requirement for a consultant to hold a license from 18 November 2009 in addition to their GMC registration. The licence is managed by the GMC.
Consultation	Means a meeting with a consultant , dietitian or occupational therapist to assess your health.
Counsellor	Means a counsellor who is employed by [REDACTED] or recognised by us and can be found on our online directory [REDACTED] and registered with the British Psychological Society (BPS), the British Association for Counselling and Psychotherapy (BACP) or the UK Council for Psychotherapists (UKCP). Visit the BPS website https://www.bps.org.uk or the BACP website https://www.bacp.co.uk or the UKCP website www.psychotherapy.org.uk to see if a therapist is registered.
Dietitian	Means a dietitian who is recognised by us and can be found on our online directory [REDACTED], or registered with the Health and Care Professions Council (HCPC) when you have your treatment. Visit the HCPC website www.hcpc-uk.org to see if a practitioner is registered. The HCPC is governed by the Professional Standards Authority (PSA).
Gender dysphoria	Means when someone has a sense of unease because of a mismatch between their biological sex and gender identity.
Gender affirmation surgery	Means genital surgery and bilateral mastectomy only.
General practitioner (GP)	Means a doctor who is on the UK General Medical Council's General Practitioner Register. Visit the GMC website www.gmc-uk.org to see if a GP is registered.
Group	Means the company, association or organisation with which [REDACTED] has entered into an agreement to provide cover.
Hospital	Means any NHS or private hospital which has facilities for major surgery, or which exists mainly to provide treatment by consultants .
Hospital day-case	Means admission to a hospital ward (with discharge before midnight on the same day), where the member needs to stay in hospital for one day for treatment or investigation.
Hospital in-patient	Means admission to a hospital ward (before midnight) where the member needs to stay in hospital overnight or longer for medical reasons.

Defined term	Definition
Main member	Means the person who is covered by the agreement because they're eligible in their own right, and not a named dependant .
Member	Means the main member of the policy and/or any named dependant covered under the policy.
Membership level	Means the level of cover chosen by you or the group . This determines your benefit allowances . Your welcome letter shows your membership level.
Named dependant	Means your partner and any child dependants you let us know about who are named as members of the policy.
Occupational therapist	Means an occupational therapist who is recognised by us and can be found on our online directory [REDACTED], or registered with the Health and Care Professions Council (HCPC) when you have your treatment. Visit the HCPC website at www.hcpc-uk.org to see if a practitioner is registered. The HCPC is governed by the Professional Standards Authority (PSA).
Osteopath	Means an osteopath who is recognised by us and can be found on our online directory [REDACTED], or registered as a member of the General Osteopathic Council (GOC) when you have your treatment. Visit the GOC website www.osteopathy.org.uk to see if a practitioner is registered. The GOC is governed by the Professional Standards Authority (PSA).
Partner	Means the main member's husband, wife, civil partner or the person they live with in a relationship similar to that of a marriage or civil partnership.
Physical contact sport	Means sports including, but not limited to: rugby, hockey, boxing, wrestling, lacrosse, ice hockey or any other sport where it's common practice to wear mouth or gum protection.
Physiotherapist	Means a physiotherapist who is recognised by us and can be found on our online directory [REDACTED], or registered with the Health and Care Professions Council (HCPC) when you have your treatment. Visit the HCPC website www.hcpc-uk.org to see if a practitioner is registered. The HCPC is governed by the Professional Standards Authority (PSA).
Podiatrist	Means a podiatrist who is recognised by us and can be found on our online directory [REDACTED], or registered with the Health and Care Professions Council (HCPC) when you have your treatment. Visit the HCPC website www.hcpc-uk.org to see if a practitioner is registered. The HCPC is governed by the Professional Standards Authority (PSA).
Policy guide	Means the document that sets out the general terms and conditions of your membership, including, but not limited to, sections explaining how your membership works, how to claim, your right to cancel and how to make a complaint.
Premium table	Means the document we send you that sets out the monthly and yearly premium for each membership level available on your policy.
Start date	Means the date your membership is effective from. You can find this in the welcome letter we sent you when your membership started.
United Kingdom/ UK	Means Great Britain (England, Scotland and Wales) and Northern Ireland.
Welcome letter	Means the letter we send you confirming your membership level and your start date . We'll send you a welcome letter at the start of your membership, and subsequent letters confirming changes to your cover if we or you make any.

Anytime HealthLine, Employee Assistance Programmes and Health Assessments are not regulated by the Financial Conduct Authority or the Prudential Regulation Authority.

Anytime HealthLine, Employee Assistance Programmes and Health Assessments are provided by:

Occupational Health Limited. Registered in England and Wales with registration number .

Registered office:

cash plan is provided by:

Insurance Limited. Registered in England and Wales with registration number . Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Arranged and administered by:

Insurance Services Limited, which is authorised and regulated by the Financial Conduct Authority. Registered in England and Wales with registration number .

Registered office:

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To receive a report on the Town Council recruitment and selection process and consider any actions and associated expenditure.

Report to: Personnel

Date of Report: 2.07.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officers Recommendations

To consider the appointment of HR Support Consultancy to manage the shortlisting stage of the recruitment process only.

To update the Recruitment and Selection Policy to incorporate the proposed amendments, subject to Members approval.

Report Summary

Whilst undertaking recruitment for three positions at Saltash Town Council it has been identified that the shortlisting process requires further consideration.

At present, the hiring Line manager, Chair of the Hiring Committee, and Chair of Personnel convene to review each application. To mitigate bias, all applications are redacted and shared electronically with the panel. However, the volume of applications has increased significantly over the past year, leading to a substantial rise in the time required to shortlist and score candidates.

A recent example is the recruitment for the CHTL position, where the Town Clerk and panel were required to review 25 applications over the course of two days. This approach is increasingly inefficient and represents a poor use of both time and financial impact for all involved.

The Town Clerk discussed with line managers the current process with hiring, all line managers agreeing consideration should be given to outsourcing the shortlisting stage of the process only.

Reasons for this are:

- Efficiency and time saving

If external HR support can handle the time-consuming task of reviewing higher volumes of applications received, this will assist in speeding up the hiring process and allow managers to continue with their existing workloads, focusing on hiring itself rather than the administrative processes.

- Access to expertise

Trained professionals can effectively identify qualified candidates based on the criteria.

- Cost Effectiveness

Outsourcing the shortlisting stage streamlines the recruitment process by removing the administrative burden from hiring managers. This allows them to focus on core responsibilities and meet critical deadlines, ensuring that organisational priorities are not delayed due to time-intensive recruitment tasks.

Quotes

A quote was sought from the Town Council's appointed consultant - HR Support Consultancy.

Cost per hour: £75/hour + vat.

Comments received from HRSC: 'It is hard to say how many hours work it would be as it depends how many applicants there are and the complexity of the role.'

How Does This Meet the Business Plan?

To continue to be a good employer and invest in officer growth by supporting relevant professional development - By removing the time-intensive task of shortlisting, hiring managers and senior staff can redirect their time and energy toward other Town Council business.

Financial Regulations/ Procurement Threshold

No as we have sought costs from the Town Council's existing consultant.

Budgets

Budget Availability: £8,945

Budget Code: 6662 ST PE HR Professional Fees

Committed Spend: £8,194.50 (Bright HR, HRSC and DBS Certificates)

Given the committed costs for the 2025/26 financial year, it is recommended that any future expenditure related to recruitment, should members agree to outsource the shortlisting process, be allocated to the following budget code.

Budget Availability: £14,675

Budget Code: 6701 ST PE EMF Staff Recruitment

Committed Spend: £0

Signature of Officer:

Office Manager / Assistant to the Town Clerk

To receive a report on GDPR compliance and consider any actions and associated expenditure.

Report to: Personnel Committee

Date of Report: 18.07.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: [Personnel held on 29.05.25 Minute nr. 26/25/26](#)

Officers Recommendations

To approve a virement of £1,500 from budget code 6701 ST PE EMF Staff Recruitment to 6662 ST PE HR Professional Fees for the appointment of Company A to conduct a comprehensive GDPR audit and to provide ongoing annual Data Protection Officer services.

Report Summary

Neighbouring Town Councils were contacted to understand how they conduct Data Protection Audits and manage responsibilities related to the role of a Data Protection Officer.

Following a recommendation from Callington Town Council, a quote has been obtained covering both aspects.

- **GDPR Audit** – a one-off audit of all data protection areas to record activity – this is a one-off service which takes a couple of days to complete.
- **Data Protection Officer (DPO)** – this mainly involves providing advice on DP issues, support with developing policy etc. This service is ongoing and can be renewed annually.

Please refer to **Appendix A** for an overview of the DPO role. While this version was originally written in 2018 and may not fully reflect updates under the UK GDPR regulations, it serves as a useful example of the role's responsibilities.

How Does This Meet the Business Plan?

Strategic Priority 1 – Boosting Jobs and Economic Prosperity – To continue to be a good employer and invest in officer growth by supporting relevant professional development – The Office Manager / Assistant to the Town Clerk will work closely with the appointed consultant to ensure full compliance with GDPR legislation, while also further developing their knowledge and skills in this area.

Budget Overview

Budget Availability: £8,945

Budget Code: 6662 ST PE HR Professional Fees

Committed Spend: £8,194.50 (Bright HR, HRSC and DBS Certificates)

Given the committed costs for the 2025/26 financial year, it is recommended that any future expenditure related to recruitment, should members agree to outsource the shortlisting process, be allocated to the following budget code.

Budget Availability: £14,675

Budget Code: 6701 ST PE EMF Staff Recruitment

Committed Spend: £0

Quotes Provided

- Company A: GDPR Audit £750
- Company A: DPO Annual Service £750

Quote attached as **Appendix B**

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

No

- Where the value is between £500 and £3,000 excluding VAT, the RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

It has been challenging to source this type of service, and the quote received is considered to offer good value for money with a neighbouring Council's recommendation.

Signature of Officer:

Office Manager / Assistant to the Town Clerk

APPENDIX A

What is a Data Protection Officer?

A Data Protection Officer is the person who is in charge of ensuring the Council is compliant with any laws and regulations relating to data protection.

A DPO is the key to understanding the new regulations and helping ensure the Council does not break the law. They will provide guidance and practical advice, explain necessary processes, and put safeguards in place to prevent Councils falling foul of the GDPR.

Identifying requirements for a Data Protection Officer

Advice from the Information Commissioner's Office (ICO) states the following:

- The GDPR introduces a duty for you to appoint a data protection officer (DPO) if you are a public authority, or if you carry out certain types of processing activities.
- DPOs assist you to monitor internal compliance, inform and advise on your data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority.
- The DPO must be independent, an expert in data protection, adequately resourced, and report to the highest management level.
- A DPO can be an existing employee or externally appointed.
- In some cases several Councils can appoint a single DPO between them.

Key tasks of the Data Protection Officer

Essentially, the DPO will hold responsibility for all things relating to data protection. Their role covers everything from providing information and advice, to monitoring compliance and being the first point of contact for authorities.

The General Data Protection Regulations details the minimum tasks that a DPO should carry out. It's important to note that these are only the minimum requirements and responsibilities and that the DPO's duties could vary dramatically depending on your Council's needs and size.

The DPO's tasks will be to:

- Inform and advise the controller or the processor and the employees about data protection provisions
- Monitor compliance with the General Data Protection Regulation, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits
- Provide advice where requested on data protection impact assessments
- Cooperate with the supervisory authority
- Act as the first contact point for the supervisory authority and individuals whose data has been processed"

The primary job of the Data Protection Officer is to work with everyone in an Council to ensure that the company is fully compliant with all GDPR legislation.

In practice, this means:

Guidelines, policies and procedures

The DPO will be responsible for providing guidelines on the GDPR and best practice for compliance throughout the Council. They will need to check existing policies and procedures, and provide new ones that adhere to the new data protection regulations. Responsibility will fall on them for a procedure to correctly deal with subject access requests made by individuals.

Staff & Councillor training (new and existing)

The DPO will advise on training for staff and Councillors and can provide that training

Council Liaison

The DPO should act in an advisory role, liaising with the Council to ensure compliance is followed at each stage of processing.

In order to fulfil the task of monitoring compliance, the DPO will need to conduct regular reviews of all processes and oversee the implementation of necessary changes. They will be regularly checking the activities of data controllers and processors and need to offer their expert advice on Privacy Impact Assessments (PIAs). In general, if there is anything relating to data protection in a Council, the advice of the DPO should always be sought.

Employers' duties to the DPO

Whilst the Data Protection Officer has a wealth of responsibilities, employers also have some legal duties to the DPO.

Under the GDPR, an employer should support their DPO at all times, with the responsibility to 'provide resources necessary to carry out those tasks, and to maintain his or her expert knowledge.' That could mean the provision of facilities, staff and a training budget. Employers all need to put an adequate chain of communication in place to allow a DPO to report back directly to the highest level in the Council – i.e. the Clerk and the Council.

Employers need to ensure that DPO's have the freedom and independence to do their job. They must not be hindered in their tasks, and cannot be dismissed or penalised for performing their duties.

Preparing for the new regulations

It is clear that the GDPR brings with it a mountain of tasks and requirements for any council. A Data Protection Officer can take some of those responsibilities away and provide protection and safeguards for your council.

DATA PROTECTION OFFICERS

67 Designation of a Data Protection Officer

- (1) The Controller must designate a data protection officer, unless the controller is a court, or other judicial authority, acting in its judicial capacity.

- (2) When designating a Data Protection Officer, the Controller must have regard to the professional qualities of the proposed officer, in particular:
 - (a) the proposed officer's expert knowledge of data protection law and practice, and
 - (b) the ability of the proposed officer to perform the tasks mentioned in section 69.
- (3) The same person may be designated as a Data Protection Officer by several Controllers, taking account of their organisational structure and size.
- (4) The Controller must publish the contact details of the Data Protection Officer and communicate these to the Commissioner.

68 Position of Data Protection Officer

- (1) The Controller must ensure that the Data Protection Officer is involved, properly and in a timely manner, in all issues which relate to the protection of personal data.
- (2) The Controller must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable the Data Protection Officer to:
 - (a) perform the tasks mentioned in section 69, and
 - (b) maintain his or her expert knowledge of data protection law and practice.
- (3) The Controller:
 - (a) must ensure that the Data Protection Officer does not receive any instructions regarding the performance of the tasks mentioned in section 69;
 - (b) must ensure that The Data Protection Officer does not perform a task or fulfil a duty other than those mentioned in this Part where such task or duty would result in a conflict of interests;
 - (c) must not dismiss or penalise the Data Protection Officer for performing the tasks mentioned in section 69.
- (4) A data subject may contact the Data Protection officer with regard to all issues relating to:
 - (a) the processing of that data subject's personal data, or
 - (b) the exercise of that data subject's rights under this Part.

- (5) The Data Protection Officer, in the performance of this role, must report to the highest management level of the Controller.

69 Tasks of Data Protection Officer

- (1) The Controller must entrust the Data Protection Officer with at least the following tasks:
- (a) informing and advising the Controller, any processor engaged by the Controller, and any employee of the Controller who carries out processing of personal data, of that person's obligations under this Part,
 - (b) providing advice on the carrying out of a data protection impact assessment under section 62 and monitoring compliance with that section,
 - (c) co-operating with the Commissioner,
 - (d) acting as the contact point for the Commissioner on issues relating to processing, including in relation to the consultation mentioned in section 63, and consulting with the Commissioner, where appropriate, in relation to any other matter,
 - (e) monitoring compliance with policies of the Controller in relation to the protection of personal data, and
 - (f) monitoring compliance by the Controller with this Part.
- (2) In relation to the policies mentioned in subsection [\(1\)\(e\)](#), the Data Protection Officer's tasks include—
- (a) assigning responsibilities under those policies,
 - (b) raising awareness of those policies,
 - (c) training staff involved in processing operations, and
 - (d) conducting audits required under those policies.
- (3) In performing the tasks set out in subsections [\(1\)](#) and [\(2\)](#), the Data Protection Officer must have regard to the risks associated with processing operations, taking into account the nature, scope, context and purposes of processing.

Quotation for

Saltash Town Council

Dated

21st July 2025

MicroshadeVSM

Part of  Flotek group

The following quotation has been requested by Saltash Town Council for MicroshadeVSM to provide a Data Protection Audit and/or Data Protection Officer services.

The cost of providing a Data Protection audit for Saltash Town Council will be £750 + VAT. The following services would be provided:

- An initial questionnaire to establish the services carried out by the council, identify what personal data is collected and the reason the data is held;
- An onsite Data Protection Audit;
- A review of the existing Data Protection Policy;
- A review of the existing Policy relating to Data Breaches;
- A review of the existing Subject Access Request procedures;
- A review of the Data Protection Impact Assessment procedures;
- A review of the existing Privacy Notice Templates.

The audit will require one day onsite meeting members of staff who will have completed the initial questionnaire, taking notes and understanding what data protection processes are already in place. A full report will then be drafted and submitted to Council with recommendations where appropriate.

The cost of providing Data Protection Officer (DPO) support for Saltash Town Council will be £750 + VAT for annual cover.

The Microshade DPO service includes:

- Act as advisor to the Data Controller, normally the Clerk to the Council;
- Advise on Data Protection policy requirements;
- Liaise with the ICO as the Council's DPO as and when required. This is normally when a serious data breach has occurred;
- Provide advice to the Town Clerk and other officers as required either by email or verbally.

The service will ensure that the Council will be able to meet all the criteria set out by the latest GDPR legislation.

Terms & Condition

- Quotation valid for 60 days.
- Payment due on completion of Audit and development of the action plan.
- Prices are subject to VAT at the standard rate.

Microshade VSM, 11-13 Curzon Street, CALNE, Wiltshire, SN11 0DB#

Email: paul@microshadevsm.co.uk

Tel: 07772 657446

To receive reports from the Service Delivery Department and consider any actions and associated expenditure

Report to: Personnel Committee

Date of Report: 31st July 2025

Officer Writing the Report: Service Delivery Manager

Pursuant to:

Personnel meeting on Thursday 27th February 2025 minute 83/24/25 as follows:

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

1. To refer the PAT training request to the Service Delivery Manager to provide a PAT register of items and frequency thereof, a list of Town Council PAT equipment and if additional equipment is required and at what cost;

Officers Recommendations

Members are asked to review the PAT register asking questions and to note that additional training is now not required.

Report Summary

PAT testing is a routine inspection and testing process for portable electrical appliances to ensure their safety. While not a legal requirement in itself, PAT is essential for the Council to be compliant. It is a recommendation for testing to be carried out on a 12 to 18-month cycle.

Test results to date provided, **see Appendix B** (Guildhall to be completed by the end of July)

Following a further investigation into the process and procedure of the PAT testing this year, it has been determined that a requirement for an additional SDGA to be trained for this duty is no longer required. Currently the Department has two trained staff the ASDM and one SDGA that will be able to conduct the testing and reporting as required. However it may be required for an SDGA to assist with the testing if one of the other staff is not available. This will help the Team speed up the testing process when completing the test sheets, placing test stickers to items, moving office furniture or switching off equipment to be tested.

On this basis no additional equipment will be required and there is no additional cost to the department. If this changes in the future a further request report will be provided.

The next PAT testing schedule is not due until May 2026.

Signature of Officer:

Service Delivery Manager

SALTASH TOWN COUNCIL

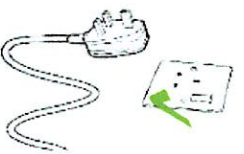
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE:
MARCH 25
ENGINEER'S NAME & SIGNATURE:
Josh Floyd
CONTACT INFORMATION
01752 844846

TEST EQUIPMENT/MODEL:
MEGGER PAT150R (13479)
SERIAL NUMBER:
SN 1003-428
CALIBRATION DATE:

CUSTOMERS NAME:
SALTASH TOWN COUNCIL
SITE ADDRESS:
RESPONSIBLE PERSONS NAME:
SINEAD BURROWS / RICHARD ENTICKNAP

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Station

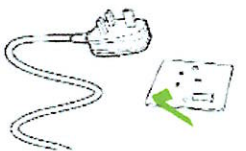
SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE: 11/02/24
ENGINEERS NAME & SIGNATURE: Josh Floyd
CONTACT INFORMATION: 01752 844846

TEST EQUIPMENT/MODEL: MEGGER PAT150R (131479)
SERIAL NUMBER: SN 1003-428
CALIBRATION DATE:

CUSTOMER'S NAME: SALTASH TOWN COUNCIL
SITE ADDRESS:
RESPONSIBLE PERSON'S NAME: SINEAD BURROWS / RICHARD ENTICKNAP



Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	TEST					Test Engineers Comments:
									Visual Inspection	Earth Continuity (Ohms)	Insulation Resistance (Mohms)	Functional Check	Pass or Fail	
17	Single Light	N/A	N/A	Store	2	?		13	Pass	0.10	294.44	Pass	Pass	Tested at 250v
18	Single Light	N/A	N/A	Store	2	?		13	Pass	0.10	294.44	Pass	Pass	Tested at 250v
19	Single Light	N/A	N/A	Store	2	?		13	Pass	0.10	294.44	Pass	Pass	Tested at 250v
20	Single Light	N/A	N/A	Store	2	?		13	Pass	0.10	294.44	Pass	Pass	Tested at 250v
21	Oil filled Radiator, Black	Silvercrest	018224	Store	1	2600	13	13	Pass	0.36	294.44	Pass	Pass	Tested at 250v
22	Oil filled Radiator, Black	Silvercrest	021726	Store	1	2600	13	13	Pass	0.70	294.44	Pass	Pass	Tested at 250v
23	Swann Upr Gel	Swann	SW0202	Store	1	2200	13	13	Pass	0.42	294.44	Pass	Pass	Tested at 250v
24	Ignix Power Fan	Ignix	SO0113	Store	2	45	3	3	Pass	0.10	294.44	Pass	Pass	Tested at 250v
25	Ignix HCL Unit	Mytek	060412	Store	2	75	13	13	Pass	0.10	294.44	Pass	Pass	Tested at 250v
26	QVI Power DVX5824	LG	N/A	Store	2	9	5	5	Pass	0.10	294.44	Pass	Pass	Tested at 250v
27	Mytek Power Viper 2760	Mytek	1710032107	Store	2	18	N/A	N/A	Pass	0.27	294.44	Pass	Pass	Tested at 250v
28	Blue & Black 44 extension		N/A	Store	1	300	13	13	Pass	0.27	294.44	Pass	Pass	Tested at 250v
TOTAL NUMBER OF APPLIANCES: [1]														

Spelton

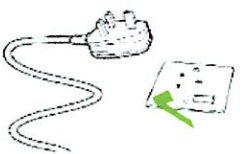
SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE: March 25
ENGINEERS NAME & SIGNATURE: Josh Floyd
CONTACT INFORMATION: 01752 844846

TEST EQUIPMENT/MODEL: MEGGER PAT150R (131479)
SERIAL NUMBER: SN 1003-428
CALIBRATION DATE:

CUSTOMER'S NAME: SALTASH TOWN COUNCIL
SITE ADDRESS:
RESPONSIBLE PERSON'S NAME: SINEAD BURROWS / RICHARD ENTICKNAP



Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	TEST					Test Engineers Comments:
									Visual Inspection	Earth Continuity (Ohms)	Insulation Resistance (Mohms)	Functional Check	Pass or Fail	
1	Samsung TV	Samsung		Main Room	2	141	3	3	Pass	0.10	244.44	Pass	Pass	Tested at 250v
2	Samsung Soundbar	Samsung		Main Room	2	28	3	3	Pass	0.10	244.44	Pass	Pass	Tested at 250v
3	Samsung Subwoofer	Samsung	14000700	Main Room	2	28	3	3	Pass	0.10	244.44	Pass	Pass	Tested at 250v
4	Light Cabinet Silver Glass	N/A	N/A	Main Room	2	N/A	3	3	Pass	0.10	244.44	Pass	Pass	Tested at 250v
5	Wynmarie Long Heave	Wynmarie	10100946	Cleaning Store	2	1200	13	13	Pass	0.10	244.44	Pass	Pass	Tested at 250v
6	Lucie's Lewis's fridge freezer	Lucie's Lewis	LS515602	Kitchen	1		13	13	Pass	0.83	244.44	Pass	Pass	Tested at 250v
7	Sabich's White Kettle	Sabich's	189080	Kitchen	1	2200	13	13	Pass	0.31	244.44	Pass	Pass	Tested at 250v
8	Slow cooker SCS12	Foxe	160912	Kitchen	1	180	5	5	Pass	0.37	244.44	Pass	Pass	Tested at 250v
9	Beko Dishwasher	Beko		Kitchen	1	2100	13	13	Pass	0.36	244.44	Pass	Pass	Tested at 250v
10	Ignia Kettle 3.5L	Ignia	144350	Store	1	2280	13	13	Pass	0.12	244.44	Pass	Pass	Tested at 250v
11	White power fan	Kingfisher	2018048	Store	2	45	3	3	Pass	0.10	244.44	Pass	Pass	Tested at 250v
12	White power fan	Kingfisher	2018048	Store	2	45	3	3	Pass	0.10	244.44	Pass	Pass	Tested at 250v
13	White power fan	Kingfisher	2018048	Store	2	45	3	3	Pass	0.10	244.44	Pass	Pass	Tested at 250v
14	White desk fan	Coolstar	DS10204	Store	2	30	3	3	Pass	0.10	244.44	Pass	Pass	Tested at 250v
15	Stereo Amplifier 4 Channel	Subzero	201401305	Store	1	100	5	5	Pass	0.37	244.44	Pass	Pass	Tested at 250v
16	44 10m extension green	Masterplug	N/A	Store	1	300	13	13	Pass	0.62	244.44	Pass	Pass	Tested at
TOTAL NUMBER OF APPLIANCES: [1]														

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SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE: March 25
ENGINEER'S NAME & SIGNATURE: Josh Floyd
CONTACT INFORMATION: 01752 844846

TEST EQUIPMENT/MODEL: MEGGER PAT150R (131479)
SERIAL NUMBER: SN 1003-428
CALIBRATION DATE:

CUSTOMER'S NAME: SALTASH TOWN COUNCIL
SITE ADDRESS:
RESPONSIBLE PERSONS NAME: SINEAD BURROWS / RICHARD ENTICKNAP



Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	TEST					Test Engineers Comments:
									Visual Inspection	Earth Continuity (Ohms)	Insulation Resistance (Mohms)	Functional Check	Pass or Fail	
001	Large white water kettle	Swan	SWU39	Kitchen	1	1800	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250v
2	—													
3	Leakage Tester	De 11	SMP LS33	Ground	1	100	5	5	Pass	0.34	744.44	Pass	Pass	Tested at 250v
4	Leakage Monitor	11 Yama	PL1750	Ground	1	100	10		Pass	0.57	744.44	Pass	Pass	Tested at 250v
5	White 4c extension	Plasticity	N/A	Ground	18	13	13	13	Pass	0.22	744.44	Pass	Pass	Tested at 250v
6	Mc adapter 12v		5164634	Ground	2	100	1.1A	N/A	Pass	0.18	744.44	Pass	Pass	Tested at 250v
7	PL1750 Monitor	11 Yama	N/A	Ground	1	100	10		Pass	0.34	744.44	Pass	Pass	Tested at 250v
8	Leakage Scanner	Linker	N/A	Ground	1		13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250v
9	Self Kiosk clock 1	Smart Kiosk	TN1740351	Ground	1	100	5	5	Pass	0.30	744.44	Pass	Pass	Tested at 250v
10	Self Kiosk clock 2	Smart Kiosk	TN1740354	Ground	1	100	5	5	Pass	0.24	744.44	Pass	Pass	Tested at 250v
11	Roll Lapsen gender bench	Pull	418422	Ground	1	130	5	5	Pass	0.36	744.44	Pass	Pass	Tested at 250v
12	Canon C5550i instel	Canon	C5550i	Ground	1	1700	13	13	Pass	0.22	744.44	Pass	Pass	Tested at 250v
13	Long blue extension 4c	Lucite	N/A	Ground	1	3100	13	13	Pass	0.41	744.44	Pass	Pass	Tested at 250v
14	2c white extension	Altecstar	N/A	Ground	1	3100	13	13	Pass	0.24	744.44	Pass	Pass	Tested at 250v
15	Samsung TV	Samsung	QE75Q6	Ground	1	118	3	3	Pass	0.10	744.44	Pass	Pass	Tested at 250v
16	Henry Hydraulic hoover	Hydraulic		Ground	2	610	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250v
TOTAL NUMBER OF APPLIANCES:										1				

Libraries

DATE:	MARCH 25
ENGINEER'S NAME & SIGNATURE:	Josh Floyd
CONTACT INFORMATION	01752 844846

TEST EQUIPMENT/MODEL:	MEGER PATISOR (131479)
SERIAL NUMBER:	SN 1003-428
CALIBRATION DATE:	

CUSTOMER'S NAME:	SALTASH TOWN COUNCIL
SITE ADDRESS:	
RESPONSIBLE PERSONS NAME:	SINEAD BURROWS / RICHARD ENTICKNAP

SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	Visual Inspection	Earth Continuity (Ohms)	Insulation Resistance (Mohms)	Functional Check	Pass or Fail	Test Engineers Comments:
17	HP L1750 monitor	HP L1750	3CESS31562	Reception	1	100	10	10	Pass	0.58	744.44	Pass	Pass	Tested at 250v
18	HP L1750 monitor	HP L1750	3CESS31562	Reception	1	130	5	5	Pass	0.24	744.44	Pass	Pass	Tested at 250v
19	HP L1750 monitor	HP L1750	3CESS31562	Reception	1	100	5	5	Pass	0.61	744.44	Pass	Pass	Tested at 250v
20	4x extension lead with 1x	HP L1750	3CESS31562	Reception	1	3100	13	13	Pass	0.25	744.44	Pass	Pass	Tested at 500v
21	HP L1750 monitor	HP L1750	3CESS31562	Reception	1	130	5	5	Pass	70.24	744.44	Pass	Pass	Tested at 250v
22	HP L1750 monitor	HP L1750	3CESS31562	Reception	1	100	5	5	Pass	0.98	744.44	Pass	Pass	Tested at 250v
23	4x 50w extension lead	HP L1750	3CESS31562	Reception	1	3100	13	13	Pass	0.27	744.44	Pass	Pass	Tested at 500v
24	4x 50w extension lead	HP L1750	3CESS31562	Reception	2	100	5	5	Pass	0.20	744.44	Pass	Pass	Tested at 250v
25	4x 50w extension lead	HP L1750	3CESS31562	Reception	2	100	5	5	Pass	0.10	744.44	Pass	Pass	Tested at 250v
26	4x 50w extension lead	HP L1750	3CESS31562	Reception	1	3100	13	13	Pass	0.53	744.44	Pass	Pass	Tested at 250v
27	4x 50w extension lead	HP L1750	3CESS31562	Reception	2	100	5	5	Pass	0.89	744.44	Pass	Pass	Tested at 250v
28	4x 50w extension lead	HP L1750	3CESS31562	Reception	1	100	10	5	Pass	0.41	744.44	Pass	Pass	Tested at 250v
29	4x 50w extension lead	HP L1750	3CESS31562	Reception	1	100	10	5	Pass	0.53	744.44	Pass	Pass	Tested at 250v
30	4x 50w extension lead	HP L1750	3CESS31562	Reception	1	100	10	5	Pass	0.41	744.44	Pass	Pass	Tested at 250v
31	4x 50w extension lead	HP L1750	3CESS31562	Reception	1	3100	13	13	Pass	0.45	744.44	Pass	Pass	Tested at 250v
32	4x 50w extension lead	HP L1750	3CESS31562	Reception	1	100	5	5	Pass	0.90	744.44	Pass	Pass	Tested at 250v

TOTAL NUMBER OF APPLIANCES:

[1]

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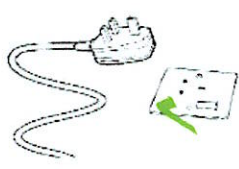
SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE: March 23
ENGINEER'S NAME & SIGNATURE: Josh Floyd
CONTACT INFORMATION: 01752 844846

TEST EQUIPMENT/MODEL: MEGGER PAT150R (131479)
SERIAL NUMBER: SN 1003-428
CALIBRATION DATE:

CUSTOMER'S NAME: SALTASH TOWN COUNCIL
SITE ADDRESS:
RESPONSIBLE PERSON'S NAME: SINEAD BURROWS / RICHARD ENTICKNAP



TEST										Test Engineers Comments:				
Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	Visual Inspection	Earth Continuity (Ohms)	Insulation Resistance (Mohms)	Functional Check	Pass or Fail	
33	Samsung PC Monitor	Samsung LS17	HAAKXW10	Ground	1	100	10	10	Pass	0.54	744.44	Pass	Pass	Tested at 230v
34	Dell PC Tower Black	Dell D811	DS11002	Ground	1	100	5	5	Pass	0.56	744.44	Pass	Pass	Tested at 230v
35	HP L14504 Screen	HP	CN1404001	Ground	1	100	5	5	Pass	0.70	744.44	Pass	Pass	Tested at 230v
36	B4 46 Black Extension	B4		Ground	1	3100	13	13	Pass	0.34	744.44	Pass	Pass	Tested at 230v
37	B4 46 Black Extension	B4		Ground	1	3100	13	13	Pass	0.42	744.44	Pass	Pass	Tested at 230v
38	Dell PC Tower Black	D115	D115002	Ground	1	100	5	5	Pass	0.67	744.44	Pass	Pass	Tested at 230v
39	HP L1750 Screen	HP	CN1834001	Ground	1	100	5	5	Pass	0.55	744.44	Pass	Pass	Tested at 230v
40	B4 46 Black Extension	B4		Ground	1	3100	13	13	Pass	0.75	744.44	Pass	Pass	Tested at 230v
41	Belkin 46 long Extension	Belkin		Ground	1	3100	13	13	Pass	0.76	744.44	Pass	Pass	Tested at 230v
42	HP L1750 Monitor	HP CN183	451W1B3	Ground	1	100	5	5	Pass	0.64	744.44	Pass	Pass	Tested at 230v
43	All PC Tower Black	HP D1150	D115002	Ground	1	100	5	5	Pass	0.36	744.44	Pass	Pass	Tested at 230v
44	B4 46 Extension Black	B4		Ground	1	3100	13	13	Pass	0.75	744.44	Pass	Pass	Tested at 230v
45	HP Varna Black Member	HP Varna B170B3	11072230130	Ground	1	100	5	5	Pass	0.41	744.44	Pass	Pass	Tested at 230v
46	Dell PC Tower Black	Dell D115002		Ground	1	100	5	5	Pass	0.48	744.44	Pass	Pass	Tested at 230v
47	PC Tower Black	HP D115002	N/A	Ground	1									
TOTAL NUMBER OF APPLIANCES: [1]														

Liberty

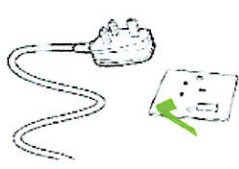
SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE: March 25
ENGINEER'S NAME & SIGNATURE: Josh Floyd
CONTACT INFORMATION: 01752 844846

TEST EQUIPMENT/MODEL: MEGGER PAT50R (131479)
SERIAL NUMBER: SN 1003428
CALIBRATION DATE:

CUSTOMER'S NAME: SALTASH TOWN COUNCIL
SITE ADDRESS:
RESPONSIBLE PERSON'S NAME: SINEAD BURROWS / RICHARD ENTICKMAP



Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	TEST					Test Engineers Comments:
									Visual Inspection	Earth Continuity (ohms)	Insulation Resistance (Mohms)	Functional Check	Pass or Fail	
48	Blue trial & error extension	SW 6	N/A	Top office	1	3100	13	13	Pass	0.36	794.44	Pass	Pass	Tested at 250v
49	14 extension lead from	Placen	N/A	Top office	1	3100	13	13	Pass	0.24	794.44	Pass	Pass	Tested at 250v
50	PC Monitor Black 6	Cell	60133725	Top office	1	180	5	5	Pass	0.34	794.44	Pass	Pass	Tested at 250v
51	PC Monitor Black 7	Cell	J35RT42	Top office	1	180	5	5	Pass	0.27	794.44	Pass	Pass	Tested at 250v
52	Ortplex 5005010 computer	Cell	D100	Top office	1	470	5	5	Pass	0.22	794.44	Pass	Pass	Tested at 250v
53	White office desk fan	Acoustation	F430-105	Top office	2	30	3	3	Pass	0.10	794.44	Pass	Pass	Tested at 250v
54	White office printer	HP-office	7140	Top office	2	400	5	5	Pass	0.10	794.44	Pass	Pass	Tested at 250v
55	White microwave fridges	MWM7100F	N/A	Top office	1	1150	13	13	Pass	0.44	794.44	Pass	Pass	Tested at 250v
56	White kettle	Elegantio	E10002	Top kitchen	1	2200	13	13	Pass	0.25	794.44	Pass	Pass	Tested at 250v
57	White fridge freezer	Euroscoris	Essentials	Top kitchen	1		13	13	Pass	0.54	794.44	Pass	Pass	Tested at 250v
58	White radio	Philips	AZ1055	Reception	2	15	3	3	Pass	0.10	794.44	Pass	Pass	Tested at 250v
59	Reception desk fan white	Acoustation	DS1020A	Reception	2	30	3	3	Pass	0.10	794.44	Pass	Pass	Tested at 250v
60	White floor fan	Kingfisher	Z018W45	Reception	2		3	3	Pass	0.10	794.44	Pass	Pass	Tested at 250v
61	White toaster	De'Longhi	SD11651	Top kitchen	1	1200	5	5	Pass	0.37	794.44	Pass	Pass	Tested at 250v
62	Washing machine for white	Kingfisher	Z018W45	Reception	2		3	3	Pass	0.10	794.44	Pass	Pass	Tested at 250v
TOTAL NUMBER OF APPLIANCES: 1														

Loughshore Office

DATE:	15/09/25
ENGINEERS NAME & SIGNATURE:	Josh Floyd
CONTACT INFORMATION	01752 844846

TEST EQUIPMENT/MODEL:	MEGGER PAT150R (131479)
SERIAL NUMBER:	SN 1003-428
CALIBRATION DATE:	

CUSTOMERS NAME:	SALTASH TOWN COUNCIL
SITE ADDRESS:	
RESPONSIBLE PERSONS NAME:	SINEAD BURROWS / RICHARD ENTICKNAP

SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)



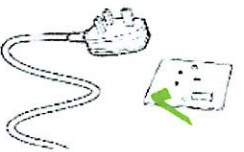
Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	TEST					Test Engineers Comments:
									Visual Inspection	Earth Continuity (Ohms)	Insulation Resistance (Mohms)	Functional Check	Pass or Fail	
01	White Microwave	Catelite	0618046064	Office	1	1200	10	10	Pass	0.85	299.44	Pass	Pass	Tested at 250V
02	Grey Kettle	George Home	LPK1015	Office	2	800	13	13	Pass	0.10	299.44	Pass	Pass	Tested at 250V
03	Yellow Black laminator	ellows Media	CLC57384	Office	2	N/A	3	3	Pass	0.10	299.44	Pass	Pass	Tested at 250V
04	Black LEC fridge	LEC 155/118	803001814	Office	1	N/A	13	13	Pass	0.73	299.44	Pass	Pass	Tested at 250V
05	Grey work water tower	Grey work	—	Office	2	N/A	13	13	Pass	0.10	299.44	Pass	Pass	Tested at 250V
06	1 phone charger white	Apple	—	Office	2	N/A	N/A	N/A	Pass	0.10	299.44	Pass	Pass	Tested at 250V
07	Lk. Phone Black	Lk- 803THY	30195710	Office	2	N/A	N/A	N/A	Pass	0.10	299.44	Pass	Pass	Tested at 250V
08	Black Screen Black	ell	SNSKX13	Office	2	N/A	10	10	Pass	0.37	299.44	Pass	Pass	Tested at 250V
09	ell Pc tower	ell 41824	236 027	Office	2	N/A	3	3	Pass	0.10	299.44	Pass	Pass	Tested at 250V
10	Four Heat white			Office	1		13	13	Pass	0.72				
10	White 4x Expansion	MystrPlay	N/A	Office	1	3000	13	13	Pass	0.72	299.44	Pass	Pass	Tested at 250V
11	ell Screen	ell	646683	Office	1	N/A	5	5	Pass	0.25	299.44	Pass	Pass	Tested at 250V
12	ell Pc tower	ell 6837	663944	Office	2	N/A	5	5	Pass	0.10	299.44	Pass	Pass	Tested at 250V
13	ell Pc Screen	H3K4 DC2	CV-02RM36	Office	1	N/A	5	5	Pass	0.33	299.44	Pass	Pass	Tested at 250V
14	ell Link Router	ell Link	SYRL12002	Office	2	N/A	3	3	Pass	0.10	299.44	Pass	Pass	Tested at 250V
15	Yellow 110V Transformer	Werkyle	20212330	Office	1	3000	13	13	Pass	0.18	299.44	Pass	Pass	Tested at 250V
TOTAL NUMBER OF APPLIANCES:														1

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE:	15-4-25
ENGINEERS NAME & SIGNATURE:	
Josh Floyd	
CONTACT INFORMATION	
01752 844846	

TEST EQUIPMENT/MODEL:	
MEGGER PAT150R (134479)	
SERIAL NUMBER:	
SN 1003-428	
CALIBRATION DATE:	

CUSTOMERS NAME:
SALTASH TOWN COUNCIL
SITE ADDRESS:
RESPONSIBLE PERSONS NAME:
SINEAD BURROWS / RICHARD ENTICKNAP

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Long Stone

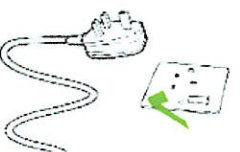
SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE: **MARCH 25**
ENGINEERS NAME & SIGNATURE: **Josh Floyd**
CONTACT INFORMATION: **01752 844846**

TEST EQUIPMENT/MODEL: **MEGGER PAT150R (131479)**
SERIAL NUMBER: **SN 1003-428**
CALIBRATION DATE:

CUSTOMERS NAME: **SALTASH TOWN COUNCIL**
SITE ADDRESS:
RESPONSIBLE PERSONS NAME: **SINEAD BURROWS / RICHARD ENTICKNAP**



Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	TEST					Test Engineers Comments:
									Visual Inspection	Earth Continuity (Ohms)	Insulation Resistance (Mohms)	Functional Check	Pass or Fail	
16	Gravel Plug	Gravel	25501020	W/Shop	2	750	5	5	Pass	0.10	744.64	Pass	Pass	Tested at 250V
17	Plastic Gravel Plug	Plastic	13870572	W/Shop	2	710	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250V
18	Plastic Plug	Plastic	14010247	W/Shop	2	430	5	5	Pass	0.10	744.44	Pass	Pass	Tested at 250V
19	Plastic Plug	Plastic	15044000	W/Shop	2	410	5	5	Pass	0.10	744.44	Pass	Pass	Tested at 250V
20	Plastic Plug	Plastic	00200000	W/Shop	2	410	5	5	Pass	0.10	744.44	Pass	Pass	Tested at 250V
21	Plastic Plug	Plastic	00500000	W/Shop	2	750	10	10	Pass	0.10	744.44	Pass	Pass	Tested at 250V
22	Plastic Plug	Plastic	00400000	W/Shop	2	50	3	3	Pass	0.10	744.44	Pass	Pass	Tested at 250V
23	Plastic Plug	Plastic	00100000	W/Shop	2	50	3	3	Pass	0.10	744.44	Pass	Pass	Tested at 250V
24	Plastic Plug	Plastic	00500000	W/Shop	1	310	13	13	Pass	0.13	744.44	Pass	Pass	Tested at 250V
25	Plastic Plug	Plastic	00400000	W/Shop	1	310	13	13	Pass	0.13	744.44	Pass	Pass	Tested at 250V
26	Plastic Plug	Plastic	00400000	W/Shop	1	310	13	13	Pass	0.13	744.44	Pass	Pass	Tested at 250V
27	Plastic Plug	Plastic	00400000	W/Shop	1	1100	13	13	Pass	0.40	22.45	Pass	Pass	Tested at 250V
TOTAL NUMBER OF APPLIANCES: [1]														

Long Stone

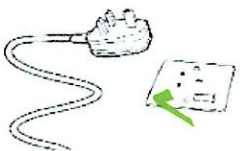
SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE: **2024-25**
ENGINEERS NAME & SIGNATURE: **Josh Floyd**
CONTACT INFORMATION: **01752 844846**

TEST EQUIPMENT/MODEL: **MEGER PAT130R (131479)**
SERIAL NUMBER: **SN 1003-428**
CALIBRATION DATE:

CUSTOMERS NAME: **SALTASH TOWN COUNCIL**
SITE ADDRESS:
RESPONSIBLE PERSONS NAME: **SINEAD BURROWS / RICHARD ENTICKNAP**



Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	Visual Inspection	Earth Continuity (Ohms)	Insulation Resistance (Mohms)	Functional Check	Pass or Fail	Test Engineers Comments:
01	Monomelic Heating hose	Monomelic	1047110756	Store	2	1700	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250V
02	White Fun Heater	Fun/like	246161783	Store	2	2000	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250V
03	Ring 120/120 heating charge	Ring 120/200	10253398	Store	2	75	3	3	Pass	0.10	744.44	Pass	Pass	Tested at 250V
04	Alum Alumic Power heater	Alumic/like	0012 10488	Workshop	1	150	5	5	Pass	0.46	744.44	Pass	Pass	Tested at 250V
05	Alum Alumic w/ter heater	Alumic/like	0640359	Workshop	2	1400	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250V
06	Alum Alumic heater	Alum	12306	Workshop	2	2700	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250V
07	Clark Bros Fun heater	Clark	✓	Workshop	1	90	3	3	Pass	0.157	14.4	Fail	Fail	Tested at 250V
08	Bosch G-Cut 12.5V Mite	Bosch	44110 0412	Workshop	2	1800	10	10	Pass	0.10	744.44	Pass	Pass	Tested at 250V
09	Makita 2 slot charger	Makita	03 080914	Workshop	2	400	5	5	Pass	0.10	744.44	Pass	Pass	Tested at 250V
10	Makita 1 slot charger	Makita	03 071405	Workshop	2	240	3	3	Pass	0.10	744.44	Pass	Pass	Tested at 250V
11	Makita Polym 1800w	Makita	09 00412	Workshop	2	710	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250V
12	Ion Puddle Mixer	Ion	2013102186	Workshop	2	1300	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250V
13	Mickellor Hammer Drill	Mickellor	21748	Workshop	2	1000	10	10	Pass	0.10	744.44	Pass	Pass	Tested at 250V
14	Apple Dryer	Apple	102400236	Workshop	2	730	5	5	Pass	0.10	744.44	Pass	Pass	Tested at 250V
15	Economic Plug Circuit	Economic	01723.1	Workshop	2	1200	10	10	Pass	0.10	744.44	Pass	Pass	Tested at 250V
TOTAL NUMBER OF APPLIANCES:														1



IN SERVICE TESTING AND INSPECTION (PAT TESTING)

CUSTOMERS NAME:
SALTASH TOWN COUNCIL
SITE ADDRESS:
RESPONSIBLE PERSONS NAME:
SINEAD BURROWS / RICHARD ENTICKNAP

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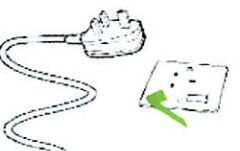
SALTASH TOWN COUNCIL
SERVICE DELIVERY DEPARTMENT

IN SERVICE TESTING AND INSPECTION (PAT TESTING)

DATE: **MARCH 25**
ENGINEERS NAME & SIGNATURE: **Josh Floyd**
CONTACT INFORMATION: **01752 844846**

TEST EQUIPMENT/MODEL: **MEGGER PAT150R (131479)**
SERIAL NUMBER: **SN 1003-428**
CALIBRATION DATE:

CUSTOMERS NAME: **SALTASH TOWN COUNCIL**
SITE ADDRESS:
RESPONSIBLE PERSONS NAME: **SINEAD BURROWS / RICHARD ENTICKNAP**



TEST										TEST			Test Engineers Comments:	
Item ID	Item Description	Make And Model	Serial Number	Item Location	Class	Watts (W)	Rating (A)	Fuse Size	Visual Inspection	Earth Continuity (ohms)	Insulation Resistance (Mohms)	Functional Check		Pass or Fail
01	White 2 Piece Toaster	Braun	4117	Kitchen	1	1000	13	13	Pass	0.47	744.44	Pass	Pass	Tested at 250v
02	White Microwave	Cookwell's	203160316	Kitchen	1	1150	13	13	Pass	0.59	744.44	Pass	Pass	Tested at 250v
03	Bush White Fridge	Bush	MS55UCF	Warden	1	N/A	13	13	Pass	0.48	744.44	Pass	Pass	Tested at 250v
04	Vitromix Vacuum	Vitromix	PET01	Store	2	500	5	5	Pass	0.10	744.44	Pass	Pass	Tested at 250v
05	Fluorix Wash Water	Fluorix Wash	N/A	Kitchen	2	N/A	13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250v
06	Ignis Kettle	Ignis		Kitchen	2		13	13	Pass	0.10	744.44	Pass	Pass	Tested at 250v
07	Lectro oil filled Hand	Lectro	N/A	Play Room	1	600	5	5	Pass	0.16	744.44	Pass	Pass	Tested at 250v
08	Sony Radio S500L	Sony	N/A	Office	2	20	3	3	Pass	0.10	744.44	Pass	Pass	Tested at 250v
09	White Fresh Fan	Challenge	N/A	Office	2	40	3	3	Pass	0.10	744.44	Pass	Pass	Tested at 250v
10	Black Shoulder M-8c	Yellow es	N/A	Office	2		5	5	Pass	0.10	744.44	Pass	Pass	Tested at 250v
11	Dell Vostro 15 3000	Dell	SAK171616	Office	2	45	5	5	Pass	0.10	744.44	Pass	Pass	Tested at 250v
12	Apple Power charger	Apple	N/A	Office	2	20	N/A	N/A	Pass	0.10	744.44	Pass	Pass	Tested at 250v
13	4x white extension	Multiplug	N/A	Office	1	3400	13	13	Pass	0.25	744.44	Pass	Pass	Tested at 250v
14	Apple Power Adapter	Apple	TE 11111111	Office	2		N/A	N/A	Pass	0.10	744.44	Pass	Pass	Tested at 250v
TOTAL NUMBER OF APPLIANCES:										[1]				