



Saltash Town Council

Konsel An Dre Essa



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

23 October 2026

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 29th October 2026 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:

R Bullock (Vice-Chairman) L Mortimore (Chairman) J Peggs P Samuels B Stoyel M Johns	All other Councillors for information
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Agenda

1. Civility and Respect Pledge Reminder.

The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

2. Health and Safety Announcements.

3. Apologies.

4. 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

5. To receive and approve the minutes of the Personnel Committee held on 25 June 2026 as a true and correct record. (Pages 5 - 13)

6. To review the Personnel Business Plan Deliverables and consider any actions and associated expenditure; (Page 14)

7. To consider Risk Management reports as may be received.

8. To consider Health and Safety reports as may be received.

9. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Pages 15 - 16)

10. To receive a recommendation from the Policy and Finance Committee and consider any actions. (Pages 17 - 18)

(Pursuant to P&F held on 12.5.26 minute nr 17/26/27)

11. To receive the Local Government Services Pay Agreement 2026/27 and consider any actions and associated expenditure. (Pages 19 - 24)

12. To set the Personnel Committee Budget for the year 2027/28 recommending to the Policy and Finance Committee. (Page 25)

13. To review provision for flu and covid vaccines for Town Council staff and consider any actions and associated expenditure.

14. To review team compliments and consider any actions and associated expenditure. (Pages 26 - 29)

15. To receive a report on the Armed Forces Employer Recognition Scheme Bronze Award and consider any actions and associated expenditure. (Pages 30 - 32)
(Pursuant to Personnel held on 25.06.2026 minute nr. 24/26/27)

16. 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.

17. To receive and approve the minutes of the Private and Confidential Personnel Committee held on 25 June 2026 as a true and correct record.
18. To receive reports on staff training and consider any actions and associated expenditure:
 - a. Training Attended;
 - a. Training Requests;
20. To receive a report on Workplace Health Surveillance and consider any actions and associated expenditure.
21. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
22. To receive flexible working requests and consider any actions and associated expenditure.
23. To receive and note an update on the appointment of South West Councils.
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 25 February 2027 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 25th June 2026 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO)

APOLOGIES:

14/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

15/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

16/26/27 DECLARATIONS OF INTEREST:

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

None received.

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

None received.

17/26/27 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 14 MAY 2026 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.

Following a vote (5 in favour, 0 against, 1 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** to amend minute 10/26/27 to appoint South West Councils at cost of £2,372.50 plus VAT to £8,050 plus VAT.

Following a vote (5 in favour, 0 against, 1 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 14 May 2026 were confirmed as a true and correct record.

18/26/27 TO REVIEW THE PERSONNEL BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

The Chair informed Members that there have been various achievements met by the Personnel Committee that require adding to the deliverable sheet.

Following a vote (5 in favour, 0 against, 1 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** that authority be delegated to the Town Clerk to review and update the deliverables accordingly, and that those deliverables which have not yet been achieved be considered in greater detail at a future meeting of the Personnel Committee.

19/26/27 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised the Committee that expenditure against budget code 6656 – Staff Training was higher than might ordinarily be expected at this stage of the financial year (month two). However, sufficient funds remained available within the overall staffing budget. Members were therefore invited to consider consolidating the three existing staff training budget codes into a single budget heading to simplify budget management and monitoring.

The Town Clerk also recommended removing the designation “P&F” from the staffing cost budget headings, as this reference was no longer required following the transfer of responsibility for these budgets to the Personnel Committee.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Bullock, and **RESOLVED** that the three staff training budget codes be combined into a single budget heading, and that the designation “P&F” be removed from the relevant staffing cost budget headings.

20/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

21/26/27 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

22/26/27 TO RECEIVE THE DRAFT UPDATED PERSONNEL COMMITTEE TERMS OF REFERENCE AND CONSIDER ANY ACTIONS.

The Chair introduced the revised draft Terms of Reference for the Personnel Committee for Members' consideration.

Some Members expressed concern that they had not had sufficient opportunity to review the draft Terms of Reference prior to the meeting. In response, the Chair confirmed that the document had been included within the meeting reports pack and had been made available to Members via the Council's website.

As some Members indicated that they had not yet had the opportunity to fully consider the draft document, a suggestion was made to defer consideration of the Terms of Reference until the next meeting of the Personnel Committee, scheduled for October. The Chair advised that the draft had been available for review and emphasised the importance of adopting clear Terms of Reference to support the effective governance of the Council and the work of its officers.

Consequently, the Chair expressed a preference for the matter to be considered at the current meeting.

Councillor Brady then requested that the vote be recorded.

Following a recorded vote (4 in favour, 2 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Peggs and resolved to **RECOMMEND** to approve the Personnel Committees Terms of Reference, to Full Council to be held on 2 July 2026, as attached.

Brady	Against
Bullock	For
Mortimore	For
Peggs	For
P Samuels	Against
Stoyel	For

23/26/27 TO RECEIVE AND NOTE A REPORT ON THE LOCAL GOVERNMENT PENSION SCHEME.

It was **RESOLVED** to note.

**24/26/27 TO RECEIVE A REPORT ON THE ARMED FORCES EMPLOYER
RECOGNITION SCHEME AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

Members agreed that it was both important and appropriate for Saltash Town Council to support the Armed Forces Employer Recognition Scheme. Members expressed a strong desire to see the principles of the scheme embedded within the Council's HR policies and practices.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to:

1. Delegate authority to the Admin Officer to undertake a detailed review of the requirements for achieving the Armed Forces Employer Recognition Scheme Bronze Award and assess how these align with the Council's HR policies and practices. The Admin Officer should seek professional HR advice where necessary and report back to a future meeting of the Personnel Committee with recommendations to support the Council's application for the Bronze Award;
2. Note that progression to Silver Award status may be considered after a minimum period of 12 months, to delegate to the Town Clerk to further review and develop appropriate HR policies.

**25/26/27 TO REVIEW TEAM COMPLIMENTS AND CONSIDER ANY ACTIONS
AND ASSOCIATED EXPENDITURE.**

Members were pleased to receive further complimentary feedback regarding staff performance and expressed their appreciation for the team's continued professionalism and excellence in delivering services on behalf of the Council.

It was **RESOLVED** to note.

26/26/27 TO NOTE THE APPOINTMENT OF:

a. The Administration Assistant;

It was **RESOLVED** to note the Administration Assistant commenced employment on 5 January 2026.

b. The Communications and Engagement Officer;

It was **RESOLVED** to note the Administration Communications and Engagement Officer commenced employment on 18 May 2026.

c. The Casual Caretaker.

It was **RESOLVED** to note the Casual Caretaker commenced employment on 27 April 2026.

27/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

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

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

28/26/27 TO RECEIVE AND APPROVE THE MINUTES OF THE PRIVATE AND CONFIDENTIAL PERSONNEL COMMITTEE HELD ON 30 OCTOBER 2025 AS A TRUE AND CORRECT RECORD.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Private and Confidential Personnel Meeting held on 30 October 2025 were confirmed as a true and correct record.

29/26/27 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training attended;

It was **RESOLVED** to note.

b. Training requested;

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the Town Clerk's attendance at the SLCC Practitioners' Conference in March 2027 and to delegate authority to the Town Clerk, in consultation with the Chair and Vice Chair of Personnel, to make the necessary booking arrangements. The Town Clerk shall report the final associated cost to the Chair and Vice Chair of Personnel for approval prior to commitment of expenditure. All costs shall be met from Budget Code 6656 – Staff Training and remain within the approved budget provision.

30/26/27 TO RECEIVE AND NOTE AN UPDATE ON PHASE 1 OF THE APPOINTMENT OF SOUTH WEST COUNCILS.

Due to the private and confidential nature of Agenda Item 18, the associated report is contained within the confidential minutes of the Personnel Committee.

The Personnel Committee expressed its thanks to staff for their constructive engagement throughout the process.

It was **RESOLVED** to note.

**31/26/27 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the private and confidential nature of Agenda Item 19, the associated report and resolution is contained within the confidential minutes of the Personnel Committee.

Councillor Brady left the meeting part way through Agenda Item 19.

The Chair asked the Town Clerk to leave the meeting.

**32/26/27 TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT
CONSULTANCY AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**33/26/27 TO RECEIVE A REPORT FROM THE CHAIRMAN OF THE
PERSONNEL COMMITTEE AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

Due to the private and confidential nature of Agenda Item 21, the associated report and resolution is contained within the confidential minutes of the Personnel Committee.

The Chair asked the Town Clerk to return to the meeting part way through.

**34/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF
THE AGENDA.**

None.

35/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Following a unanimous vote (5 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** that the public and press be re-admitted to the meeting.

36/26/27 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 29 October 2026 at 6.30 pm

Rising at: 7.56 pm

Signed: _____
Chairman

Dated: _____

Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year				What we achieved	Completed	Already do
Provide excellent welfare facilities	Health and wellness initiatives. Excellent work-life balance. Provide a safe and healthy work environment. To consider improvement of Guildhall staff restrooms and changing facilities where feasible.				1	2	3	4	Created a Staff Room. Health and wellbeing initiatives have been implemented, including access to employee healthcare options, to support staff wellbeing and promote a healthy workplace.		
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. To provide mental health first aid training for line managers to attend.								Occupational health assessments were arranged as required to support employees in the workplace and to ensure compliance with employment legislation and Council policies. Line Managers to receive Mental Health First Aid training to support employee mental health and wellbeing. Mental health support principles have also been embedded within Town Council policies, ensuring a consistent and proactive approach across the organisation.		
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.								Robust risk assessments are maintained and regularly reviewed across all Council services. A specialist health and safety contractor has also been appointed to undertake a comprehensive review of health and safety arrangements across all Town Council sites.		
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										
Real Living Wage Employer	Be an accredited Living Wage Employer								Saltash Town Council continues to be accredited as a Living Wage Employer, with annual renewal of its accreditation and commitment to the Living Wage scheme.		
Local Government Pension Scheme	To be part of the LGPS								Saltash Town Council continues to participate in the Local Government Pension Scheme (LGPS), providing eligible employees with access to a valuable pension benefit and supporting the Council's commitment to attracting and retaining a high-quality workforce.		
Operate in accordance with our Civility and Respect Pledge	Town Council to sign the annual Civility and Respect Pledge								The Town Council has reaffirmed its pledge annually at Full Town Council meetings and through staff meetings, ensuring its importance remains embedded within Council operations, agendas and discussions.		
Provide a Protocol to advise Officers and Members of the appropriate working relations with one another	Create, adopt and adhere to the protocol								The Town Council developed and adopted an Officer and Member Protocol and continues to adhere to its principles, with annual reviews undertaken to ensure it remains effective and up to date.		

Agenda Item 9

Personnel Committee - Personnel Budget 2026-27

Saltash Town Council

For the 6 months ending 30 September 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Personnel Operating Expenditure				
Personnel Expenditure				
6654 ST PE Staff Welfare	801	7,222	3,186	4,036
6660 ST PE Staff Recognition	75	250	0	250
6662 ST PE HR Professional Fees	12,124	11,552	6,797	4,755
6686 ST PE WPA Health Care Employee deductions	0	0	917	(917)
Total Personnel Expenditure	13,000	19,024	10,899	8,125
Training Costs				
6656 ST PE Staff Training	4,426	13,764	5,315	8,449
Total Training Costs	7,579	13,764	5,315	8,449
Staffing Costs				
Library Staffing Costs	136,479	169,564	80,737	88,827
Guildhall Staffing Costs	399,159	531,901	232,824	299,077
Services Staffing Costs	285,957	290,819	113,464	177,355
Total Staffing Costs	821,595	992,284	427,025	565,259
Other Staffing Cost				
6652 ST PE Employers Pension - Monthly Fee	500	0	0	0
6659 ST PE Civic Roles	775	800	200	600
Total Other Staffing Cost	1,275	800	200	600
Total Personnel Operating Expenditure	843,449	1,025,872	443,440	582,432
Total Personnel Operating Surplus/ (Deficit)	(843,449)	(1,025,872)	(443,440)	(582,432)
Personnel EMF Expenditure				
6691 ST PE EMF Legal & Professional Fees (Staffing)	0	10,162	813	9,350
6694 ST PE EMF Staff Contingency (P&F)	16,375	52,941	0	52,941
6698 ST PE EMF Staff Contingency (Library)	0	17,553	0	17,553
6700 ST PE EMF Staff Contingency (Services)	0	29,126	0	29,126
6701 ST PE EMF Staff Recruitment	5,731	7,444	614	6,830
Total Personnel EMF Expenditure	22,107	117,226	1,426	115,800
Total Personnel Expenditure (Operational & EMF)	865,556	1,143,098	444,866	698,232
Total Personnel Budget Surplus/ (Deficit)	(865,556)	(1,143,098)	(444,866)	(698,232)

To/From Reserves & Budget Virement

1. Virement from 6682 ST PE Staff Training (Library) to 6656 ST PE Staff Training (P&F) - £600 - PE 19/26/27
2. Virement from 6676 ST PE Staff Training (Service Delivery) to 6656 ST PE Staff Training (P&F) - £7,987 - PE 19/26/27

6686 ST PE WPA Health Care Employee deductions

No budget set as fully funded by employees

Total Annual Premium £1,100.40 to be paid by monthly direct debit

Monthly salary deductions to Sept £183.40

Balance still to be paid via salary deductions £917.00

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 the Policy & Finance Committee

Report to:

Personnel

Date of Report:

28.05.2026

Officer Writing the Report:

Administration Officer

Purpose of the report:

Health & Safety staff training costs.

Pursuant to:

P&F held on 12.5.26 minute nr 17/26/27

Officer's Recommendations

To consider approving the recommendation from the Policy & Finance Committee to allocate any staff training cost provided by the health & safety support service to budget codes 6682, 6656, and 6676.

Report Summary

At the Policy & Finance committee meeting held on 12 May 2026, members approved the appointment of a new consultant to deliver Health & Safety support services on behalf of the Town Council.

The agreed package includes staff training.

It was also resolved to recommend to the Personnel Committee that the associated training costs be allocated across budget codes 6682, 6656, and 6676. Refer to the minute attached for further information.

Signature of Officer:

Administration Officer

Policy and Finance Committee 12.05.26

17/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

The Chairman allowed Members time to read the report contained and circulated in the reports pack.

Members considered the content of the report. The Town Clerk advised that, although the cost quoted by the proposed provider is higher than that of the previous supplier, it offers a more comprehensive Health and Safety support package.

The Town Clerk further advised that, while three quotations would normally be sought, the absence of any current Health and Safety support necessitates an appointment without delay to ensure appropriate arrangements are in place.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Johns, seconded by Councillor McCaw and **RESOLVED** to:

1. Approve the appointment of Company A to provide retained health and safety and fire safety support services, and to assist the Town Council in maintaining effective management arrangements to meet its statutory compliance obligations, at a cost of £5,640 + VAT for a period of 12 months.
2. Approve, in addition to the above, the provision of consultancy sessions as required, charged at £200 for a half day and £320 for a full day.
3. Allocate the above expenditure to budget code P&F 6214 – Health & Safety, and to **RECOMMEND** to the Personnel Committee that staff training costs be allocated to budget codes 6682, 6656, and 6676.
4. Suspend Financial Regulation 5.8, due to the inability to obtain three fixed quotations within the required timescale, in order to ensure that appropriate health and safety arrangements are implemented without delay.

To receive the Local Government Services, Pay Agreement 2026-27 and consider any actions and associated expenditure

Report to:

Personnel Committee

Date of Report:

12 October 2026

Officer Writing the Report:

Finance Officer

Officers Recommendations

Members are encouraged to accept the implementation of the National Joint Council (NJC) Pay Award for 2026/27, with effect from 1 April 2026, and to recommend its adoption at the Full Town Council meeting on 5 November 2026, as follows:

- An increase of 3.3% on all NJC pay points, including 50 and above.
- Back dated with effect from 1 April 2026.
- To note the 2026/27, pay award means the NJC pay point 5 now complies with the Real Living Wage threshold of £14.35 per hour.

Purpose of Report:

To update members of with NJC pay agreement for 2026/27 and consider any actions.

Report Summary

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. They encourage employers to implement this pay award as soon as possible.

Backpay is also due to employees who have left employment since 1 April 2026. If an ex-employee requests it, NJC recommend that employers pay any monies due to that employee from 1 April 2026 to the employee's last day of employment.

Hourly rates have been calculated using the NJC agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

Following the 3.3% pay increase, the hourly rate at spinal point 5 has risen to £13.70 per hour, bringing it above the Real Living Wage threshold of £13.45 per hour.

Appendix A shows the table of the new pay scales, including SCPs 50 and above and should be retrospectively applied from 1 April 2026.

The next meeting of the Full Town Council will take place on 5 November 2026. Members of the Personnel Committee are asked to consider the report and recommend an appropriate resolution for approval by Full Council.

How Does This Meet the Business Plan?

Strategic Priority 1 - Boosting Jobs and Economic Prosperity

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

What we deliver: Fair salary grade

The implementation of the 2026/27 NJC pay award demonstrates the Council's commitment to being a good employer by maintaining fair and nationally agreed salary levels for employees. By applying the agreed increase and ensuring pay rates remain competitive, the Council continues to support staff recruitment, retention, and professional growth.

Objective: Real Living Wage Employer

What we deliver: Be an accredited Living Wage Employer

The pay award also supports the Council's objective of being an accredited Real Living Wage Employer. Following the 3.3% increase, the hourly rate at spinal point 5

has increased to £13.70 per hour, exceeding the 2026/27 Real Living Wage rate of £13.45 per hour and ensuring all employees continue to receive at least the Real Living Wage.

Budgets

Budget Codes: Library Staffing Costs

Budget Availability: £88,827

Budget Codes: P&F Staffing Costs

Budget Availability: £299,077

Budget Codes: Services Staffing Costs

Budget Availability: £177,355

Sufficient funds are available to cover the backdated pay award from 1 April and NJC salary scales from October to March 2027, due to sufficient funds budgeted at 5% which exceeds the agreed increase of 3.3%.

Signature of Officer:

Finance Officer

24 August 2026

2026-27 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026. Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2026. If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2026 to the employee's last day of employment.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

© NALC 2026.

ANNEX 1

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	Deleted w e f 1st April 2023				Below LC Scale (for staff other than clerks)
2	£24,413	£12.65	Deleted w e f 1st April 2026		
3	£24,796	£12.85	£25,614	£13.28	
4	£25,185	£13.05	£26,016	£13.48	
5	£25,583	£13.26	£26,427	£13.70	
5	£25,583	£13.26	£26,427	£13.70	LC1 (5-6) (below substantive range)
6	£25,989	£13.47	£26,847	£13.92	
7	£26,403	£13.69	£27,274	£14.14	LC1 (7-12) (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	
9	£27,254	£14.13	£28,153	£14.59	
10	£27,694	£14.35	£28,608	£14.83	
11	£28,142	£14.59	£29,071	£15.07	
12	£28,598	£14.82	£29,542	£15.31	

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
13	£29,064	£15.06	£30,023	£15.56	LC1 (13-17) (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	
15	£30,024	£15.56	£31,015	£16.08	
16	£30,518	£15.82	£31,525	£16.34	
17	£31,022	£16.08	£32,046	£16.61	
18	£31,537	£16.35	£32,578	£16.89	LC2 (18-23) (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	
20	£32,597	£16.90	£33,673	£17.45	
21	£33,143	£17.18	£34,237	£17.75	
22	£33,699	£17.47	£34,811	£18.04	
23	£34,434	£17.85	£35,570	£18.44	LC2 (24-28) (substantive benchmark range)
24	£35,412	£18.35	£36,581	£18.96	
25	£36,363	£18.85	£37,563	£19.47	
26	£37,280	£19.32	£38,510	£19.96	
27	£38,220	£19.81	£39,481	£20.46	
28	£39,152	£20.29	£40,444	£20.96	LC2 (29-32) (above substantive benchmark range)
29	£39,862	£20.66	£41,177	£21.34	
30	£40,777	£21.14	£42,123	£21.83	
31	£41,771	£21.65	£43,149	£22.37	
32	£42,839	£22.20	£44,253	£22.94	
33	£44,075	£22.85	£45,529	£23.60	LC3 (33-36) (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	
35	£46,142	£23.92	£47,665	£24.71	
36	£47,181	£24.46	£48,738	£25.26	
37	£48,226	£25.00	£49,817	£25.82	
38	£49,282	£25.54	£50,908	£26.39	LC3 (37-41) (substantive benchmark range)
39	£50,269	£26.06	£51,928	£26.92	
40	£51,356	£26.62	£53,051	£27.50	
41	£52,413	£27.17	£54,143	£28.06	
42	£53,460	£27.71	£55,224	£28.62	
43	£54,495	£28.25	£56,293	£29.18	LC3 (42-45) (above substantive benchmark range)
44	£55,801	£28.92	£57,642	£29.88	

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
45	£57,139	£29.62	£59,025	£30.59	
46	£58,523	£30.33	£60,454	£31.33	LC4 (46-49) (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	
48	£61,198	£31.72	£63,218	£32.77	
49	£62,852	£32.58	£64,926	£33.65	
50	£64,373	£33.37	£66,497	£34.47	LC4 (50-54) (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	
52	£68,053	£35.27	£70,299	£36.44	
53	£70,176	£36.37	£72,492	£37.57	
54	£72,307	£37.48	£74,693	£38.72	LC4 (55-62) (above substantive benchmark range)
55	£74,454	£38.59	£76,911	£39.86	
56	£76,572	£39.69	£79,099	£41.00	
57	£78,718	£40.80	£81,316	£42.15	
58	£80,821	£41.89	£83,488	£43.27	
59	£82,815	£42.93	£85,548	£44.34	
60	£84,852	£43.98	£87,652	£45.43	
61	£86,939	£45.06	£89,808	£46.55	
62	£89,081	£46.17	£92,021	£47.70	

* Hourly Rates

As per the NJC agreement, hourly rates are calculated by dividing annual salary by 52.143 weeks and then by 37 hours. Please note that these hourly rates do not now differ from those published by NJC for Principal Authorities as the calculation bases are in agreement.

Please also note that NJC resolved to delete SCP 1 w.e.f. 1st April 2023

Please also note that NJC have resolved to delete SCP 2 w.e.f. 1st April 2026

Personnel Committee - Personnel Budget 2026-27
Saltash Town Council
For the year ended 31 March 2027

Black text - budget assumptions
Red text - Further Actions (To Be Agreed)
Purple text - new codes
Blue text - recommend virements

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27	Precept 2027/28	Notes	Budget 2028/29	Budget 2029/30	Budget 2030/31	Budget 2031/32
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST PE Staff Welfare	801	7,222	3,147	4,075	7,496	80% Waterside cabin rental £5,556 (20% to remain in Services 6525 SE Pontoon Accomodation) Annual Health Surveillance £700, Eyecare vouchers £190, Vaccinations & Flu jabs £300. Other £750 Recommend virement of unspent budget at year end to 6691 ST PE EMF Legal & Professional Fees (Staffing)	7728	7968	8215	8470
6660 ST PE Staff Recognition	75	250	0	250	250	Current Budget (no increase)	250	250	250	250
6662 ST PE HR Professional Fees	12,124	11,552	6,026	5,527	1,846	BrightHR £936 (renewal Jul 28), DBS certs £360, HR Support provided by SW Councils £500 + 10%	1903	1962	2023	2086
6686 ST PE Health Care Costs (funded by employee)	0	0	917	(917)	0	No budget required as self funded by employees	0	0	0	0
Total Personnel Expenditure	13,000	19,024	10,090	8,934	9,592		9,881	10,180	10,488	10,806
Training Costs										
6656 ST PE Staff Training	7,579	13,764	4,995	8,769	10,000	Reduce current budget to £10,000 (Based on last 4 year average £8,906)	10310	10630	10960	11300
Total Training Costs	7,579	13,764	4,995	8,769	10,000		10,310	10,630	10,960	11,300
Staffing Costs										
					Estimated Salary Budget left 2026/27 £115,496 (As at 30-09-26) Recommend Virement of any unspent salary costs to contingency codes at year end					
Library Staffing Costs	136,479	169,564	80,737	88,827	176,489	NJC 2026/27 scale + 5%	181960	187601	193417	199413
Guildhall Staffing Costs	399,159	531,901	232,824	299,077	561,440	NJC 2026/27 scale + 5%	578845	596789	615289	634363
Services Staffing Costs	285,957	290,819	113,464	177,355	301,161	NJC 2026/27 scale + 5%	310497	320122	330046	340277
Total Staffing Costs	821,595	992,284	427,025	565,259	1,039,090		1,071,302	1,104,512	1,138,752	1,174,053
Other Staffing Cost										
6652 ST PE Employers Pension - Monthly Fee	500	0	0	0	0	Confirmed by Cornwall Pension Fund no fee for 3 years to 2028/29	0	0	0	0
6659 ST PE Civic Roles	775	800	200	600	800	Budget allows for 6 Events + 2 unplanned	0	0	0	0
Total Other Staffing Cost	1,275	800	200	600	800		0	0	0	0
Total Personnel Operating Expenditure	843,449	1,025,872	442,310	583,562	1,059,482		1,091,493	1,125,322	1,160,200	1,196,159
Total Personnel Operating Surplus/ (Deficit)	(843,449)	(1,025,872)	(442,310)	(583,562)	(1,059,482)		(1,091,493)	(1,125,322)	(1,160,200)	(1,196,159)
Personnel EMF Expenditure										
6691 ST PE EMF Legal & Professional Fees (Staffing)	0	10,162	813	9,350	0	No increase required	0	0	0	0
6694 ST PE EMF Staff Contingency (P&F)	16,375	52,941	0	52,941	0	Any surplus salary budget at year end to be shared equally between the 3 contingency budget codes	0	0	0	0
6698 ST PE EMF Staff Contingency (Library)	0	17,553	0	17,553	0		0	0	0	0
6700 ST PE EMF Staff Contingency (Services)	0	29,126	0	29,126	0		0	0	0	0
6701 ST PE EMF Staff Recruitment	5,731	7,444	614	6,830	0		0	0	0	0
Total Personnel EMF Expenditure	22,107	117,226	1,426	115,800	0		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	865,555	1,143,098	443,736	699,362	1,059,482		1,091,493	1,125,322	1,160,200	1,196,159
Total Personnel Budget Surplus/ (Deficit)	(865,555)	(1,143,098)	(443,736)	(699,362)	(1,059,482)		(1,091,493)	(1,125,322)	(1,160,200)	(1,196,159)
CPI 3.1% based on August 26 as reported by Office of National Statistics 16-09-26			Precept 2026/27 (1,030,352) Precept 2027/28 (1,059,482) Increase / (Decrease) 29,130 Difference as % 2.8%							

To review team compliments and consider any actions and associated expenditure.

Report to:

Personnel

Date of Report:

14.07.2026

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Purpose of the report:

To review team compliments received since the Personne Committee last met in June.

Officer's Recommendations

To note.

Report Summary

Since the Previous Personnel Committee held on 25 June 2026 the following staff compliments have been received:

1. Many thanks indeed, Emma,

Thank you so much for all your kind help and effort on this meaningful and memorable project.

We all very much appreciate the sincere and enthusiastic support given by you, Dawn, and the rest of the STC team. It has truly been heartwarming to work with you all.

We very much look forward to receiving the booklet - so excited! 😊
Kindest

The team (Sue Hooper)

2. Dear Sinead,

You might remember me once saying that the public does not give enough praise where it is due. I want to put this right again with regard to commending an S.T.C. employee, Mr Kevin Cotton. Some weeks ago, I collapsed with heat stroke at the St. Stephen's Church bus stop after a funeral. He apparently took the lead, with others, to lift me from a hollow onto the pavement, then used his first-aid training to support me. My right-hand side, arm, and hand were damaged, and I am only now recovering. I am really grateful to him and to the fact that S.T.C. probably supported his training.

At the re-opening of the library, he saw me and was kind enough to come over to see me and to enquire how I was. Excellent customer service.

On that tack, I might in the past also have mentioned another employee of yours, Mr Michael Cotton. I do not know if they are related. I once wrote to you with regard to my appreciation for your excellent library staff, then led by Mr Dave Orton. I probably could and should have included Michael Cotton in that. He comes into the library on a Tuesday, my research day, to test the fire alarm. He does so professionally and with charm, personality and really good customer service, noting, politely and with apologies, that we users will be unavoidably disturbed.

S.T.C. is really fortunate to have people working for you with such an abundance of skills and personality.

Your sincerely,
Barry Brooking

3. Hello Dawn,

Thank you so much for your kind and meaningful message.

I understand that Lynn has now spoken with you and Emma, to follow up on everything.

We are all immensely appreciative of the wonderful, active, and enthusiastic support that we have received from Emma, Lindsay, and yourself. It has truly been second to none. Thank you again from all of us.

As always, Sue Hooper

From us this end!

x



Dawn, Lindsay, Emma
+ Emma

+ everyone at Saltham Town
Council

Grateful thanks for all your
help + support.

Lynn + Tony, Sue + John
"The Team"

4. Dear Lyndsay and all at Saltash Town Council

I'm writing to thank you for arranging for our group to use Isambard House on Saturday – especially as it was quite short notice.

We had a very good time, and it was an ideal venue for our wheelchair users. It's a lovely building and a great setting – and completed our day trip as we'd visited the Tamar Bridge centre earlier and then walked over to Isambard House across the bridge. A first for many – Plymothians and Cornish included!

Please can you also pass on our thanks to Steve who was very helpful and welcoming.

With thanks
Alison

Tavistock Muscular Dystrophy Group

Signature of Officer:

Office Manager / Assistant to the Town Clerk

To receive a report on the Armed Forces Employer Recognition Scheme Bronze Award.

Report to: Personnel

Date of Report: 20.08.2026

Officer Writing the Report: Administration officer

Pursuant Minute: Personnel held on 25.6.26 minute nr. 24/26/27

Officer's Recommendations

Members are asked to consider signing up to the Armed Forces Employer Recognition Scheme (ERS) Bronze Award and delegate authority to the Office Manager to ensure the Town Council continues to meet and maintain the standards required for Bronze Award accreditation.

Report Summary

At the Full Town Council meeting on 4 June 2026, it was resolved that progression to the Defence Employer Recognition Scheme (ERS) is to be referred to the Personnel Committee for further consideration, due to the implications relating to staffing matters.

The Personnel Committee received a report at their meeting on the 25 June 2026, to consider signing up to the ERS Bronze Award. Members delegated authority to the Admin Officer to undertake a detailed review of the requirements for achieving the ERS Bronze Award, assessing how these align with the Council's HR policies and practices.

Following a review of the relevant Town Council policies and procedures, I am confident that the Town Council meets the requirements to proceed with an application for the Employer Recognition Scheme (ERS) Bronze Award.

The Council has demonstrated its commitment to the Armed Forces Covenant through its existing policies and employment practices, which support fair and inclusive recruitment, equality of opportunity, and recognition of the Armed Forces community.

To self-nominate for the ERS Bronze Award, the requirements are:

1. Signing the Armed Forces Covenant and registering via the ERS website;

Saltash Town Council comply with this requirement following the signing of the Covenant in June 2026.

2. Demonstrating understanding of the AFC and ERS commitments;

This requirement was addressed when the Covenant was signed; therefore, the Town Council is fully compliant with this commitment.

3. Promoting support for the Armed Forces community within the organisation;

The signing of the Covenant was a public pledge to support and provide fair treatment for the military community.

Saltash Town Council will continue promoting the Armed Forces in various ways.

4. Being a Forces-friendly employer;

A Forces-friendly employer is an organization that actively supports the Armed Forces community. This includes welcoming veterans, reservists, military spouses, and family members into the workforce. The Council demonstrated this by signing the Armed Forces Covenant and offering supportive workplace policies.

5. Be open to employing members of the Armed Forces community including;

- Reservists
- Veterans (including wounded, injured and sick)
- Cadet Force Adult Volunteers
- Military spouses/partners.

The Town Council's Recruitment and Selection Policy, together with its Disability Employment and Equality & Diversity policies, ensures that all applicants are treated fairly and provided with equal opportunities, regardless of their background or circumstances.

The Council is open to employing members of the Armed Forces community, including Reservists, Veterans (including those who are wounded, injured or sick), Cadet Force Adult Volunteers, and military spouses or partners. All candidates are assessed against the requirements of the relevant Job Specification, and where professional qualifications are not available, the Council actively considers relevant skills, knowledge and work experience.

It should be noted that the Bronze Award does not require the Town Council to provide additional leave for employees who are members of the Reserve Forces. This requirement applies at Silver Award level and can be considered once the Council has held the Bronze Award for a minimum of 12 months.

Whilst the Council supports members of the Armed Forces community, the provision of additional leave for Reservists is not a mandatory requirement for Bronze Award accreditation.

Signature of Officer:

Administration Officer