

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 3rd September 2026 at 7.00 pm**

**PRESENT:** Councillors: A Ashburn, R Bullock, S Gillies, S Miller, L Mortimore, P Nowlan, J Peggs, B Samuels (Vice-Chairman), P Samuels, S Slavin, B Stoyel (Chairman) and J Suter.

**ALSO PRESENT:** 5 Members of the Public, 2 Members of the Press, Rev L Bushell Hawke (Mayor's Chaplain) and H Frank (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Office Manager / Assistant to the Town Clerk)

**APOLOGIES:** R Bickford, M Johns and S Martin, P Cadour (Cornwall Council) and K Johnson (Cornwall Council), Saltash Neighbourhood Policing Team.

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#### **115/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.**

The Mayor's Chaplain Reverend L. Bushall Hawke attended the meeting and was invited to address Members by the Chairman.

Reverend Bushall Hawke shared reflections on Rublev's Icon, a painting depicting the Holy Trinity seated together in harmony. The symbolism of the open circular arrangement, which has been interpreted by art historians as inviting others into the conversation, draws parallels with Council meetings and community life. Reverend Bushall Hawke reflected on the importance of listening, making space for one another and working together with a shared purpose while respecting differing views.

Members were reminded that strong communities are shaped not only by the decisions they make, but also by the manner in which those decisions are reached.

Reverend Bushall Hawke then led those present who wished to participate in prayers.

The Chairman welcomed Councillor Scott Slavin recently elected member for Trematon Ward to the meeting.

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.

**116/26/27    HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**117/26/27    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.

| Councillor | Agenda Item | Pecuniary / Non Pecuniary | Reason                     | Left Meeting |
|------------|-------------|---------------------------|----------------------------|--------------|
| Bullock    | 13          | Non Pecuniary             | Associated use of business | Yes          |
| Suter      | 13          | Non Pecuniary             | Volunteer                  | Yes          |

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

None received.

**118/26/27    PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

The Chairman confirmed one public question had been received.

In the absence of the resident who submitted the question, and in line with policy, the Chairman read their question to Members.

| Date Received  | Public Questions to the Town Council                                                                                                                                                         | Submitted By                     |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 28 August 2026 | In light of the continued lack of response from Cornwall Council, what immediate steps is the Town Council planning to take to resolve this matter? Specifically, will the Council agree to: | Save Saltash Green Spaces (SSGS) |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <p>Bypass local operational channels to escalate this as a formal complaint directly to the Chief Executive of Cornwall Council, citing systemic administrative failure, a defective statutory notice, and resulting reputational damage to Saltash Town Council?</p> <p>Formally engage our local Cornwall Councillor for the Saltash Tamar division, requesting that they actively take this forward and advocate for us at the unitary level?</p> |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Members acknowledged the matters raised in the public question, with the Town Clerk reporting that she had received positive confirmation this morning that Cornwall Council had guaranteed that the Town Council will receive a written response to the Town Council's letter dated April 2026 by close of business on 4 September 2026.

This was welcomed and recognised as a positive step forward.

Following a unanimous vote, it was proposed by Councillor Miller, seconded by Councillor Nowlan and **RESOLVED**:

1. To note that Cornwall Council have guaranteed that the Town Council will receive a written response by close of business on 4 September 2026.
2. To note that a meeting with representatives of SSGS, the Town Council and Cornwall Councillor for Tamar Ward which is scheduled to take place on 21 September 2026.
3. To approve the Chairman, Deputy Chairman, the four Members of the Burraton Field Working Group, and the Town Clerk to attend and participate in meetings with Cornwall Council and other relevant stakeholders regarding Burraton Field, with any significant matters and progress updates to be reported to the Town Council as appropriate.

**119/26/27    TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 2 JULY 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 (11 in favour, 0 against, 1 abstention), it was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Full Town Council Meeting held on 2 July 2026 were confirmed as a true and correct record.

**120/26/27    TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Personnel held on 25 June 2026;

It was **RESOLVED** to note the minutes and consider the following recommendation.

**RECOMMENDATION:**

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     |

As the Committee's Terms of Reference had not been included within the circulated reports pack for Full Council, Members requested to defer the recommendation until the September meeting of Full Council.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor B Samuels and **RESOLVED** to approve the Committee's Terms of Reference, as attached, subject to the replacement of the word support with assist, throughout the document, and an amendment of the word biennial to bi-annual.

b. Policy and Finance held on 7 July 2026;

It was **RESOLVED** to note the minutes. There were no recommendations.

c. Planning and Licensing held on 21 July 2026;

It was **RESOLVED** to note the minutes. There were no recommendations.

d. Planning and Licensing held on 18 August 2026.

It was **RESOLVED** to note the minutes. There were no recommendations.

**121/26/27     TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman reported on recent civic engagements and events attended on behalf of the Town Council, including the Saltash Regatta Civic Parade, the judging of the Cardboard Boat Race, media interviews promoting Saltash and Cornwall and activities supporting community initiatives.

The Chairman also thanked Councillor Bullock for organising the recent quiz event and reported that £600 had been raised to date for the Mayor's chosen charity – Saltash Youth Network.

Members were encouraged to assist in promoting the forthcoming Beating of the Bounds event.

The Deputy Mayor reported that, due to an unexpected accident, they had been unable to attend the St Anne's Cornish Festival but had thoroughly enjoyed participating in the civic and community events attended to date.

It was **RESOLVED** to note.

**122/26/27     TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

Members were advised that, regrettably, the Neighbourhood Policing Team had been unable to attend the meeting. It was reported that there had been significant police activity the previous evening and that appropriate action had been taken. Members were also informed that a PCSO would be available at Saltash Leisure Centre the following afternoon should they wish to discuss the recently circulated policing figures.

A query was raised regarding the outstanding matter of improved lighting in Fore Street. The Town Clerk confirmed that action had been taken in respect of the Fore Street lighting.

It was **RESOLVED** to note.

**123/26/27     TO WELCOME REPRESENTATIVES FROM CITY SECURITY TO PROVIDE AN UPDATE ON THE PILOT SECURITY PATROL OPERATING WITHIN THE WATERSIDE AREA AND THE WIDER TOWN.**

Representatives from City Security were not in attendance.

**124/26/27     TO WELCOME REPRESENTATIVES FROM CITIZENS ADVICE AND TO RECEIVE THEIR PRESENTATION, AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman welcomed W. Wong, representing Citizens Advice Cornwall, in attendance.

W. Wong provided a verbal overview of the performance data contained within the report pack relating to support provided to Saltash residents.

Members were advised that 245 Saltash clients had been assisted during the reporting period, with demand increasingly involving more complex and interconnected issues. The most common areas of enquiry related to Universal Credit and benefits, debt, housing and fuel poverty. It was reported that significant income gains had been secured for residents through successful benefit claims, grant applications and debt relief measures.

Members noted ongoing concerns regarding housing difficulties, homelessness and the disproportionate impact of financial hardship on disabled residents.

An update was provided on local service delivery arrangements, including the temporary suspension of the Saltash drop-in service due to volunteer availability, with the intention of reintroducing the service in October 2026.

Citizens Advice Cornwall also highlighted its continued partnership working with local organisations, including the Foodbank and healthcare providers, and appealed for support in recruiting additional volunteers.

Members discussed the homelessness figures, volunteer recruitment and opportunities for closer partnership working to maximise support available to residents.

Members thanked W. Wong for his attendance.

It was **RESOLVED** to note.

**125/26/27     TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

Councillors Bullock and Suter declared an interest in the next item and left the meeting.

**126/26/27     TO RECEIVE A REPORT FROM COMMUNITY ENTERPRISES PL12  
ON ITS FUTURE PLANS AND CONSIDER ANY ACTIONS AND  
ASSOCIATED EXPENDITURE.**

P. Ryland a Director of Community Enterprises PL12, was in attendance and invited to speak on the report submitted. P. Ryland advised that the report contained all relevant information and welcomed questions from Members.

Members discussed the request for financial support but considered that they were unable to determine a position at this stage due to the absence of supporting financial information and a business plan.

Members also considered the request for Town Council representation and agreed that the Chairman and Deputy Chairman would attend future meetings. Members were informed that Councillor Suter had previously expressed an interest in attending.

Following a vote (9 in favour, 0 against and 1 abstention), it was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED:**

1. To defer further consideration of the proposed next stages of development and financial support to Community Enterprises PL12 until a business plan and supporting financial information have been provided to the Town Council;
2. To appoint the Mayor and Deputy Mayor as the Town Council's representatives to Community Enterprises PL12, with Councillor Suter appointed as a substitute representative.

Councillors Bullock and Suter were invited and returned to the meeting.

**127/26/27    TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor B Samuels provided a brief verbal update on a recent CAP meeting attended. Members were advised of planned future highway works affecting the A38 and A30 and were encouraged to note forthcoming developments.

Members attention was also drawn to ongoing discussions regarding the Cornwall Council Planning Committee Reform, noting that the proposals could have wider implications for the planning system and future planning processes. Members were encouraged to review the information provided.

Councillor Mortimore left the meeting.

It was **RESOLVED** to note.

**128/26/27    TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Although no written report had been received and no meeting had been held since the previous update, Councillor Peggs provided a verbal update on the continued proactive work of Safer Saltash within the community. Members were advised that stakeholder meetings continue to take place and were bringing together a range of key partners to address local issues.

Members were encouraged to raise any questions or concerns for Safer Saltash through Councillor Peggs in advance of future meetings, enabling responses and updates to be obtained on their behalf.

Councillor Mortimore returned to the meeting.

It was **RESOLVED** to note.

**129/26/27    TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

P. Ryland, Chairman of the Chamber of Commerce, advised Members that the notes included within the report pack related to the Chamber's July meeting. No meeting had been held during August due to the summer period, with the next Chamber meeting scheduled for 7 September 2026.

It was **RESOLVED** to note.

**130/26/27    TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the reports submitted by the Cornwall Councillors for the Saltash electoral divisions.

Councillor Suter raised queries regarding affordable housing provision at Treledan and information relating to Plymouth Community Homes (PCH). Councillor Suter advised that PCH operates across Devon and Cornwall and has acquired affordable homes at Treledan through Section 106 agreements to provide affordable rented and shared ownership housing for local people.

Members were informed that housing allocations are made in accordance with the requirements of the relevant Section 106 Agreement, including local connection criteria.

Councillor Suter further advised that PCH would be willing to discuss the work it is undertaking at Treledan and suggested inviting a representative to attend a future meeting to provide an overview of its role and explain the housing allocation process.

It was noted that the affordable housing tenure and allocation requirements for the development were determined through the Section 106 Agreement approved by Cornwall Council as the local planning authority and must be administered in accordance with those provisions.

Following a unanimous vote, it was proposed by Councillor Suter, seconded by Councillor P Samuels and **RESOLVED:**

1. To acknowledge that the allocation of affordable housing at Treledan is governed by the relevant Section 106 Agreement and administered in accordance with the provisions set by Cornwall Council as the local planning authority;
2. To delegate authority to the Town Clerk to arrange a meeting with Plymouth Community Homes to provide Members and Cornwall Councillors with a greater understanding of the work it is undertaking at Treledan, affordable housing provision, housing allocations and the operation of Section 106 affordable housing schemes;

Members discussed a number of matters raised within Cornwall Councillor Johnson's report and noted that several issues fell within the remit and responsibilities of Cornwall Council rather than the Town Council.

Following a unanimous vote, it was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to note the contents of the report, acknowledging that matters relating to Cornwall Council functions and statutory responsibilities fall within the remit of Cornwall Council. Saltash Town Council will continue to work constructively with Cornwall Council and its partners whilst remaining impartial in such matters.

Members received the reports submitted by Cornwall Councillors Frank and Cador, as contained within the circulated reports pack.

It was **RESOLVED** to note.

**131/26/27    TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Peggs reported that no further progress had been made towards the introduction of phlebotomy appointments in Saltash, despite the required room and systems being in place.

It was noted that the local MP, Anna Gelderd, had expressed her support for the initiative and hoped to attend a future meeting, subject to the proposed date not coinciding with a sitting day in Parliament.

It was **RESOLVED** to note.

**132/26/27    TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**133/26/27     FINANCE:**

- a. To advise the receipts for July 2026;

It was **RESOLVED** to note.

- b. To advise the payments for July 2026;

It was **RESOLVED** to note.

- c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.

Nothing to report.

- d. To note that bank reconciliations up to 31 July 2026 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**134/26/27     TO RECEIVE THE NOTES OF THE SALTASH TOWN TEAM MEETING HELD ON 10 AUGUST 2026 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Gillies, the Town Council's representative on Town Team, provided a verbal update on the group's activities and advised Members that good progress was being made across a number of projects being led by the Town Team.

It was **RESOLVED** to note.

**135/26/27    TO RECEIVE A REPORT ON DOWR GLAN CLEAN WATER CAMPAIGN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack and considered whether to support the motion.

During discussion, Members expressed concern regarding certain aspects of the motion, particularly the proposal that responsibility for water and sewage services in Cornwall should transfer from South West Water to a publicly owned organisation. Members did not wish to support this element of the motion as it does not sit with the remit of the Town Council.

However, Members acknowledged and shared the concerns raised regarding the ongoing management of Cornwall's sewage infrastructure, noting the continued environmental and public health impacts associated with sewage discharges despite increasing customer charges and government intervention.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Peggs and **RESOLVED** to delegate to Councillor Slavin to write to the Dowr Glan Clean Water Campaign, expressing the Town Council's support for concerns raised regarding sewage pollution and water quality, whilst reflecting the Council's views on the wider motion.

**136/26/27    TO RECEIVE AND NOTE A REPORT ON SALTASH TOGETHER.**

It was **RESOLVED** to note.

**137/26/27    TO RECEIVE CORNWALL COUNCILS SURVEY INTO LOCAL VAN DWELLERS AND CONSIDER ANY ACTIONS.**

Members received and considered a draft response to Cornwall Council's Local Van Dwellers Survey.

Consideration was given to the information presented earlier in the meeting by Citizens Advice Cornwall regarding homelessness within Saltash, including the potential for some individuals experiencing homelessness to be residing in vans, cars or other vehicles.

Following a unanimous vote, it was proposed by Councillor Nowlan, seconded by Councillor P Samuels and **RESOLVED** to delegate to the Chairman to prepare and submit a response to Cornwall Council's Local Van Dwellers Survey on behalf of Saltash Town Council.

Members were encouraged to submit individual responses to the survey.

**138/26/27    TO RECEIVE PLANNING APPLICATION PA26/05642 AND CONSIDER ANY ACTIONS.**

Mr and Mrs Gordon-Brown – 7 Coombe Road, St Stephens, Saltash, Cornwall PL12 4ER

Proposal – Non-material amendment in relation to decision notice PA26/03249 dated 01/07/2026 to change the arrangement of the windows and door on the north two windows and one door on the proposed extension.

Ward: Essa

Date received: 12 August 2026

Following an unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL.**

**139/26/27    MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 19 SEPTEMBER 2026 OUTSIDE SALTASH HERITAGE MUSEUM, FORE STREET.**

The next scheduled meeting date Saturday 19 September 2026 outside Saltash Heritage Museum, Fore Street.

Councillor Nowlan requested that those attending encourage residents and the wider community to complete the Town Council's Public Convenience Survey, which is now live.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** for Councillors Bullock, B Samuels, P Samuels, Miller and Stoyel to attend, alongside local police officers attending in partnership.

**140/26/27    TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media releases:

1. Volunteer Opportunities Citizen Advice Cornwall;
2. Meet Your Councillor Sessions;
3. Response to Dowr Glan Water Campaign.

**141/26/27     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

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

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

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

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

Thank you for your co-operation.

**142/26/27     TO RECEIVE AND APPROVE THE PRIVATE AND CONFIDENTIAL MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 2 JULY 2026 AS A TRUE AND CORRECT RECORD.**

Following a vote (11 in favour, 0 against, 1 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Ashburn and **RESOLVED** that the private and confidential minutes of the Full Town Council meeting held on 2 July 2026 were confirmed as a true and correct record.

**143/26/27     TO RECEIVE A REPORT FROM THE CHAIRMAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the private and confidential nature of Agenda Item 30, the associated report is contained within the private and confidential Full Town Council minutes dated 3 September 2026.

**144/26/27     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**145/26/27    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Suter and **RESOLVED** that the public and press be re-admitted to the meeting.

**146/26/27    DATE OF NEXT MEETING:   1 OCTOBER 2026 AT 7:00 P.M.**

Thursday 1 October 2026 at 7.00pm

**147/26/27    COMMON SEAL:**

It was **RESOLVED** for Councillor Ashburn to Move to Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

**DATE OF NEXT MEETING**

Thursday 1 October 2026 at 7.00 pm

Rising at: 8.42 pm

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

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

## **Personnel Committee Terms of Reference**

### **Introduction**

Saltash Town Council appoints Committees to carry out specific duties on its behalf. All Committees must comply with the Council's Standing Orders and Financial Regulations, Scheme of Delegation, and any relevant statutory requirements

This document sets out the remit, powers, and procedures for the Personnel Committee.

### **Committee Overview**

#### **Remit:**

To oversee matters relating to the employment, welfare, development and performance of Council staff, including recruitment, employment policies, appraisals, sickness absence, annual leave, training and development, dignity at work, health and safety compliance, and general staff wellbeing.

The Committee shall work within its delegated authority and approved budget. Day-to-day line management of staff remains the responsibility of the Town Clerk (assisted by HR Consultants as required), except where a matter relates directly to the Clerk or where Council policy provides otherwise.

Urgent/emergency issues may be dealt with as they arise by the Town Clerk in consultation with the Chair of the Committee.

Councillors appointed to the Personnel Committee must be willing to undertake appropriate employment law, equality, data protection, dignity at work, disciplinary/grievance and appraisal training as soon as practicable, and before sitting on any formal staffing panel.

Councillors appointed to the Personnel Committee must have completed Code of Conduct training in accordance with the Monitoring Officer's requirements and the provisions set out in the Code of Conduct.

The Personnel Committee recognises the importance of maintaining high standards of governance and conduct. Any Councillor serving on the Committee who fails to comply with this requirement or ceases to remain compliant with these Terms of Reference may be required to step down from the Committee with immediate effect.

The Council recognises that stable membership of the Committee is desirable. Membership should therefore be regarded as a continuing commitment, subject to annual appointment by Full Council.

A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Non Members: all Councillors not appointed to the Personnel Committee may attend public sessions and, at the discretion of the Chair, participate in the meeting but have no voting rights and shall not count towards the quorum.

Non-members: shall withdraw for confidential staffing matters unless specifically invited by the Committee for a defined advisory or factual purpose. Any councillor attending a confidential staffing item shall be bound by the same confidentiality obligations as Committee members and may be prevented from sitting on any later hearing or appeal panel relating to that matter.

|                    |                                                                                                                                                                                                                                                                                                                                  |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Composition:       | <p>Six members</p> <p>There are no ex-officio members of the Personnel Committee.</p> <p>A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.</p> |
| Quorum:            | Four members                                                                                                                                                                                                                                                                                                                     |
| Meetings:          | Four ordinary meetings per year. In the event of an item of urgency, an extra ordinary meeting can be called in line with legislation and Council's adopted standing orders and scheme of delegation.                                                                                                                            |
| Confidentiality:   | The Committee shall treat all staffing matters with appropriate confidentiality and in accordance with Standing Orders, employment policies and data protection requirements.                                                                                                                                                    |
| Time:              | 6:30 p.m.                                                                                                                                                                                                                                                                                                                        |
| Venue:             | Guildhall                                                                                                                                                                                                                                                                                                                        |
| Public attendance: | The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.                                                                                                                                                                                                              |
| Reports to:        | Full Town Council                                                                                                                                                                                                                                                                                                                |

|               |                                                                                                             |
|---------------|-------------------------------------------------------------------------------------------------------------|
| Chairmanship: | Chair and Vice-Chair to be elected by the members at the first committee meeting held in each Council year. |
|---------------|-------------------------------------------------------------------------------------------------------------|

Members should not take personal notes during confidential staffing items unless required for a formal hearing or appeal. An official confidential minute, record or hearing note shall be taken by the Town Clerk, an appointed note taker, or an external adviser as appropriate and retained securely by the Council.

Members involved in confidential staffing matters must not discuss those matters with councillors, staff or third parties who are not properly involved in the matter.

Term of Appointment: appointments shall be made for a term of one year, with members expected to commit to serving for up to four years to ensure continuity and stability in staffing matters.

#### Legal and Governance Framework:

The Committee operates under the following legislation and policy documents (non-exhaustive):

Local Government Act 1972, including delegation and committee arrangements

Public Bodies (Admission to Meetings) Act 1960

Localism Act 2011

Employment Rights Act 1996, as amended, including relevant provisions of the Employment Rights Act 2025 as they come into force

Equality Act 2010, including the Public Sector Equality Duty

Worker Protection (Amendment of Equality Act 2010) Act 2023

Data Protection Act 2018 and UK GDPR

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Working Time Regulations 1998

National Minimum Wage Act 1998 and National Minimum Wage Regulations 2015

Trade Union and Labour Relations (Consolidation) Act 1992

Employment Relations Act 1999, Employment Act 2002 and Employment Relations Act 2004

Pensions Act 2008 and relevant pension/auto-enrolment requirements

Immigration, Asylum and Nationality Act 2006 and Immigration Act 2016

Rehabilitation of Offenders Act 1974

TUPE Regulations 2006, where relevant

Agency Workers Regulations 2010, where relevant

Maternity and Parental Leave etc. Regulations 1999

Paternity and Adoption Leave Regulations 2002, as amended

Shared Parental Leave Regulations 2014

Parental Bereavement Leave and Pay Act 2018

Carer's Leave Act 2023 and Carer's Leave Regulations 2024

Neonatal Care (Leave and Pay) Act 2023 and associated regulations

Employment Relations (Flexible Working) Act 2023 and Flexible Working Regulations

ACAS statutory Codes of Practice, including disciplinary, grievance and flexible working

NJC National Agreement on Pay and Conditions of Service, where adopted by the Council

Council's adopted Standing Orders, Financial Regulations, Scheme of Delegation, Code of Conduct and employment policies

Relevant case law and NALC/SLCC guidance as applicable

#### Authority and Delegation

The Committee has delegated authority to make decisions within its approved Terms of Reference, adopted budget, Standing Orders, Financial Regulations, and the Council's Scheme of Delegation.

The Committee may authorise expenditure within its delegated budget, provided that such expenditure is within previously approved limits and does not commit the Council to future or unconfirmed budgets.

The following matters must be referred to Full Council or the relevant committee:

Any matter outside the Committee's approved Terms of Reference or delegated authority.

Any matter requiring expenditure outside the Committee's approved budget or above authorised limits.

Any proposal that would commit the Council to ongoing, future, or unbudgeted expenditure.

Any senior officer appointment where Full Council approval is required.

Any proposed amendment to Standing Orders, Financial Regulations, the Scheme of Delegation, or Council employment policies.

Any matter reserved to Full Council by law, Standing Orders, Financial Regulations, the Scheme of Delegation, or a previous resolution of the Council.

**Terms of Reference including delegated duties and responsibilities:**

Personnel and Staffing:

To oversee the Council's role as employer.

To appoint, from its membership, recruitment panels when necessary and in accordance with the Council's Recruitment Policy.

To assist the Town Clerk on recruitment processes for senior officer appointments and make recommendations to Full Council where required.

To appoint, from its membership, hearing and appeal panels when necessary, ensuring that members have not had prior involvement in the matter and are up to date on relevant training, advised by the Town Clerk and or HR Consultants.

To assist the Town Clerk, where appropriate, in any process relating to dismissal, redundancy, capability, grievance or disciplinary matters, where required by Council policy.

To manage employment matters relating directly to the Town Clerk in accordance with Council policy and, where appropriate, with external HR advice.

To review staffing structures and levels biannually, or following any significant organisational change, and make recommendations to Full Council.

To review contracts of employment, job descriptions and person specifications biannually, or following any significant organisational change – to be advised by the Town Clerk and or HR Consultant.

To review staff pay, grading and job evaluation arrangements in accordance with the Council's Policies, assisted by the relevant specialist consultants.

To review staff pension arrangements biannually, or sooner where legislative or scheme changes require, advised by the Responsible Finance Officer.

To regularly review staffing policies and procedures to ensure they remain current, lawful and consistent with best practice.

To assist the Town Clerk in managing long-term sickness, welfare concerns and incidents at work in line with Council policies.

To ensure that the Town Clerk has the necessary tools, training and assist to manage staff effectively.

To identify appropriate sources of expert employment, occupational health, legal or HR advice and ensure that such advice is used when appropriate.

#### Strategy and Governance:

To undertake training appropriate to the Committee's staffing responsibilities.

To consider and submit to the Policy and Finance Committee annual budget estimates for staffing, training, occupational health, HR advice, recruitment and employment-related expenditure.

To consider recommendations from any sub-committees, panels or advisory groups operating under the authority of the Personnel Committee.

To consider such matters as may be delegated by Full Council from time to time.

To review the Committee's Terms of Reference annually and make recommendations to Full Council.

To review employment-related objectives within the Council's Business Plan and the Committees deliverables.

To monitor changes in employment legislation, NJC terms, CALC/NALC/SLCC guidance and ACAS Codes of Practice, and recommend policy amendments where required.

#### Performance, Appraisal and Development:

To ensure that all staff, including the Town Clerk, receive an annual appraisal and six monthly objective review.

To ensure that the Chair of the Personnel Committee and Chair of the Town Council undertake the Town Clerk appraisal and six monthly objective review with the assist of HR, subject to both Chairs undertaking the appropriate training.

To receive recommendations arising from appraisals, including training, development and pay progression matters, in accordance with Council policy.

To receive and consider training and development requests within the agreed training budget and delegated authority.

To promote staff wellbeing, development and retention.

#### Complaints, Grievance, Disciplinary and Capability:

To assist the Town Clerk with staff disciplinary, grievance, dignity at work, capability and appeal matters in accordance with the Council's adopted policies, subject to Members of the Personnel Committee undertaking the appropriate training.

To ensure that investigation, hearing and appeal roles are kept separate.

To assist with the appointment of an appropriate Investigating Officer where required. This may be the Town Clerk, another officer of the management team, a councillor, or external HR Consultants, depending on the nature of the matter, any conflicts of interest, and subject to undertaking the appropriate training.

To assist the Town Clerk with hearing and appeal panels when required, ensuring that no member has had prior involvement in the matter and are up to date with appropriate training.

To ensure that employees are informed of their statutory and policy rights, including the right to be accompanied where applicable.

For allegations of misconduct relating to the Town Clerk, to appoint an appropriate Investigating Officer, which may be the external HR Consultant.

For grievances relating to or raised by the Town Clerk, to ensure that the Council's Grievance Policy is followed and external HR advice is obtained where appropriate.

To make decisions or recommendations regarding sanctions, dismissal, and appeal outcomes in accordance with the Council's adopted policies and delegated authority, where serving as a member of the relevant panel.

#### Health and Safety and Compliance:

To oversee employment-related health, safety and welfare matters, including staff wellbeing, lone working, stress management, sickness absence and occupational health.

To receive reports and recommendations from the Council's competent health and safety person where they relate to staff matters.

To ensure that required employment-related health and safety actions are progressed by the Town Clerk or relevant officer within agreed authority and budget.

To consider and recommend policy or procedural changes required to comply with employment law, health and safety law, NJC terms and conditions, and best practice guidance from CALC/NALC/SLCC and ACAS Codes of Practice and other relevant bodies.

To ensure that councillors involved in staffing matters understand and respect their confidentiality, equality, dignity at work and data protection.

**Note:** Any resolution made outside these Terms of Reference may be considered ultra vires and open to challenge in a Court of Law.