Saltash Town Council

Konsel An Dre Essa

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

20 November 2026

Dear Councillor

I write to summon you to the meeting of the **Extraordinary Personnel Committee** to be held at the Guildhall on **Thursday 26th November 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,

Councillor Mortimore
Chairman of the Personnel Committee

To Councillors:

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

A Civility & Respect Pledge Council

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 29 October 2026 as a true and correct record. (Pages 4 - 10)

6. <u>Public Bodies (Admission to Meetings) Act 1960</u>
   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.

7. To receive and approve the minutes of the Private and Confidential Personnel Committee held on 29 October 2026 as a true and correct record.

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8. To receive a flexible working request and consider any actions and associated expenditure.

9. To receive a report from the Chairman and consider any actions and associated expenditure.

10. Public Bodies (Admission to Meetings) Act 1960.
To resolve that the public and press be re-admitted to the meeting.

11. 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

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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th October 2026 at 6.30 pm

PRESENT: Councillors: R Bullock (Vice-Chairman), L Mortimore (Chairman), P Samuels, B Stoyel and M Johns.

ALSO PRESENT: S Burrows (Town Clerk / RFO)

APOLOGIES: J Peggs.

37/26/27 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.

38/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

39/26/27 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.

40/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 25 JUNE 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 unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 25 June 2026 were confirmed as a true and correct record.

41/26/27 **TO REVIEW THE PERSONNEL BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;**

It was **RESOLVED** to note.

42/26/27 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

43/26/27 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

44/26/27 **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer provided Members with an update on the budget statement, as circulated within the reports pack.

It was **RESOLVED** to note.

45/26/27 **TO RECEIVE A RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS.**

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** to approve the Policy and Finance recommendation to allocate staff training expenditure for health and safety and fire safety support services to budget codes 6682, 6656, and 6676.

46/26/27 **TO RECEIVE THE LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2026/27 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack detailing the increase for National Joint Council (NJC) pay points for the year 2026/27.

The Chairman provided an overview of the report.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to accept and implement the NJC pay award for the year 2026/27 as follows:

1. An increase of 3.3% on all NJC pay points, including 50 and above;

2. Back dated with effect from 1 April 2026;

3. 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.

47/26/27 **TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2027/28 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer presented to Members the Personnel Committee budget for the year 2027/28.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Johns and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2027/28 as attached, to the Policy and Finance Committee meeting to be held on 24 November 2026, inclusive of the following amendments:

Operating Expenditure

1. To vire unspent funds from budget code 6654 ST PE Staff Welfare to 6691 ST PE EMF Legal and Professional Fees (Staffing) subject to there being an unspent balance available at the end of the year;

Staffing Costs

2. To vire any unspent salary costs to contingency codes subject to there being an unspent balance available at the end of the year.

The Finance Officer left the meeting.

48/26/27 **TO REVIEW PROVISION FOR FLU AND COVID VACCINES FOR TOWN COUNCIL STAFF AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED:**

1. To approve the provision of flu and COVID-19 vaccinations for all staff, with delegated authority to individual line managers to approve reasonable associated costs from budget code 6654 Staff Welfare.

2. To approve permanent delegated authority to the Town Clerk to notify line managers at the appropriate time each year that provision for flu and COVID-19 vaccinations is available within the approved budget, subject to the Town Council making an annual budget provision for this purpose.

49/26/27 **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.

50/26/27 **TO RECEIVE A REPORT ON THE ARMED FORCES EMPLOYER RECOGNITION SCHEME BRONZE AWARD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack offering a detailed review of the requirements for achieving the Armed Forces Employer Recognition Scheme Bronze Award.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED:**

1. To delegate to the Administration Officer to complete and submit the application for the Armed Forces Employer Recognition Scheme (ERS) Bronze Award on behalf of the Town Council;

2. To delegate to the Office Manager to take all necessary actions to ensure the Town Council maintains compliance with the requirements of the Bronze Award accreditation;

3. To add the Armed Forces Employer Recognition Scheme Bronze Award to the Personnel Committees business plan deliverables.

51/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Johns 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.

52/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE PRIVATE AND CONFIDENTIAL PERSONNEL COMMITTEE HELD ON 25 JUNE 2026 AS A TRUE AND CORRECT RECORD.**

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Private and Confidential Personnel Meeting held on 25 June 2026 were confirmed as a true and correct record.

53/26/27 **TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training attended;

It was **RESOLVED** to note.

b. Training requested;

The Chair confirmed there were no training requests to consider.

54/26/27 **TO RECEIVE A REPORT ON WORKPLACE HEALTH SURVEILLANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To appoint Company B to undertake a workplace health surveillance at a cost of £585 to be allocated to budget code 6654 Staff Welfare.

2. To grant permanent delegated authority to the Town Clerk to arrange workplace health surveillance at the appropriate intervals, subject to the Town Council making an annual budget provision for this purpose.

55/26/27 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** to ratify the issuance of a private and confidential letter to the relevant staff member, due to the confidential nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 29 October 2026.

Following a unanimous vote, it was proposed by Councillor Johns, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council that the operational hours of the Town Council's Services Department during the winter period be amended to coincide with the seasonal clock changes, from the end of October to the end of March, from 9:00am to 5:00pm to 8:30am to 4:30pm. This amendment is proposed to reduce the requirement for staff to undertake outdoor duties during the hours of darkness throughout the winter months.

It was **RESOLVED** to note the remainder of the staffing report.

56/26/27 **TO RECEIVE FLEXIBLE WORKING REQUESTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote, (4 in favour, 0 against, 1 abstentions) it was proposed by Councillor P Samuels, seconded by Councillor Mortimore and **RESOLVED** to the issuance of a private and confidential letter to the relevant staff member, due to the confidential nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 29 October 2026.

Following a unanimous vote, it was proposed by Councillor Johns, seconded by Councillor P Samuels and **RESOLVED** to the issuance of a private and confidential letter to the relevant staff member, due to the confidential nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 29 October 2026.

57/26/27 **TO RECEIVE AND NOTE AN UPDATE ON THE APPOINTMENT OF SOUTH WEST COUNCILS.**

The Town Clerk provided Members with an update on the organisational review and pay and grading exercise being undertaken by South West Councils.

It was **RESOLVED** to note.

58/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

59/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

60/26/27 **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 Mortimore, seconded by Councillor Johns and **RESOLVED** to issue a press and social media release on the Armed Forces Employer Recognition Scheme Bronze Award.

DATE OF NEXT MEETING

Thursday 25 February 2027 at 6.30 pm

Rising at: 8.11 pm

Signed: _____
Chairman

Dated: _____