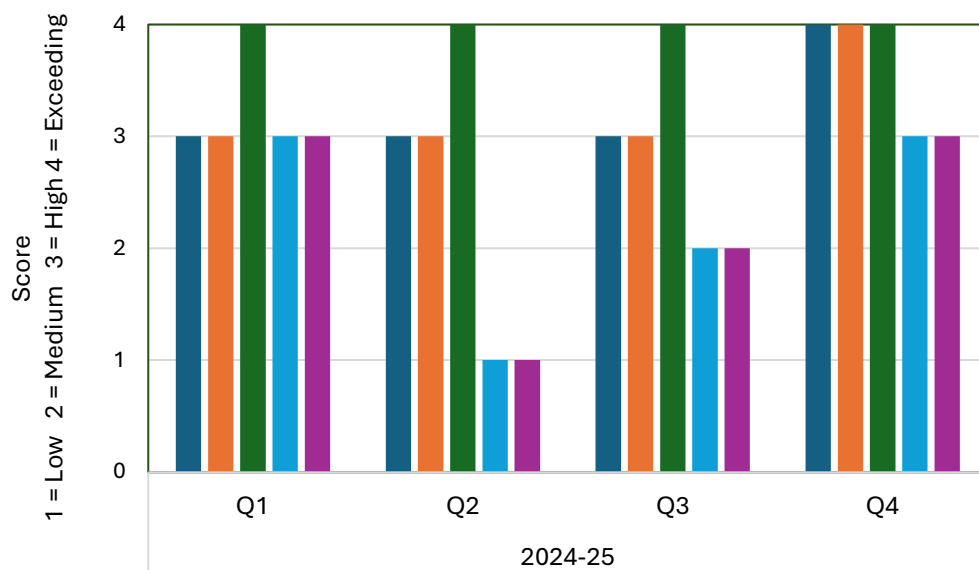


| Strategic Priority 1 - Boosting Jobs and Economic Prosperity                        |                                                                                                                                                                          | Aims of the Personnel Committee                                                                                | What does success look like?                                                                                                                    | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Live Score<br>(1 = Low 2 = Medium 3 = High 4 = Exceeding) | 2024-25 |    |    |    |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------|----|----|----|
|                                                                                     |                                                                                                                                                                          |                                                                                                                |                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                           | Q1      | Q2 | Q3 | Q4 |
|  | To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination. | To continue to be a good employer and invest in officer growth by supporting relevant professional development | Training and professional development to match the role undertaken<br><br>In-house mentoring<br><br>Career progression<br><br>Fair salary grade | Provide access to courses and certifications suitable for the positions<br><br>Establish promotion / career progression plans<br><br>Continue to be a member of the National Joint Committee (NJC) for Government Services<br><br>Employee recognition awards for work completed above and beyond the role by setting a robust policy<br><br>Regular performance reviews and feedback sessions to keep employees focused and motivated using their strengths and understanding areas for improvement<br><br>Continue to appoint a HR Consultant for employees and the employer to access support/advice as required<br><br><b>Reviews of Job Specification - Personnel held on 27.02.25 minute nr 80/24/25</b><br><br><b>Continued professional development for all staff by providing access to relevant training sessions</b><br><br><b>Annual Performance Reviews - Personnel held on 27.02.25 minute nr 86/24/25</b>                                                                                                                     | 4                                                         | 3       | 3  | 3  | 4  |
|                                                                                     |                                                                                                                                                                          | Real Living Wage Employer                                                                                      | Be an accredited Living Wage Employer                                                                                                           | Continue to enroll as a Living Wage Employer committing to tackle low pay by paying the real Living Wage to employees<br><br>Promote the Living Wage scheme when recruiting new posts<br><br>Committed to tackle low pay by encouraging organisations that work for the Town Council to pay the real Living Wage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4                                                         | 3       | 3  | 3  | 4  |
|                                                                                     |                                                                                                                                                                          | Local Government Pension Scheme                                                                                | To be part of the LGPS                                                                                                                          | Continue to be part of the LGPS to help employees to build a pension pot that will provide enough income to meet basic everyday needs in retirement years<br><br>Promote the LGPS when recruiting new posts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4                                                         | 4       | 4  | 4  | 4  |
|                                                                                     |                                                                                                                                                                          | Operate in accordance with our Civility and Respect Pledge                                                     | Town Council to sign the annual Civility and Respect Pledge                                                                                     | Reminders to all employees (staff team meetings) and Town Council members of the pledge taken (Full Council meeting)<br><br>The pledge to be ethos of the work environment and incorporated into the core values of each department<br><br>Incorporated into employee performance reviews<br><br><b>The Town Vision Sub Committee recognised the importance of the Civility and Respect Pledge, for Officers and Town Councillors, and because of the importance of this pledge it is RECOMMENDED under Strategic Priority 1 of the Personnel Committee deliverables, to revisit the Civility and Respect Pledge at the Full Town Council meeting to be held on 6 February 2025 and quarterly going forward.</b><br><br><b>Full Council held on 6 February RESOLVED to: to reaffirm Saltash Town Council's commitment to the Civility and Respect Pledge and to revisit the pledge on a quarterly basis at Full Town Council meetings.</b><br><br><b>Performance reviews evaluated staff's commitment to upholding Civility and Respect.</b> | 3                                                         | 3       | 1  | 2  | 3  |
|                                                                                     |                                                                                                                                                                          | Provide a Protocol to advise Officers and Members of the appropriate working relations with one another        | Create, adopt and adhere to the protocol                                                                                                        | Create a Town Council Protocol for Member Officer Relations and review regularly recommending to Full Council<br><br>Line managers to refresh employees at regular staff team meetings. <b>Team meetings to review and understand the importance of the civility and respect pledge</b><br><br><b>Internal management meeting to review and understand the importance of the civility and respect pledge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 3                                                         | 3       | 1  | 2  | 3  |

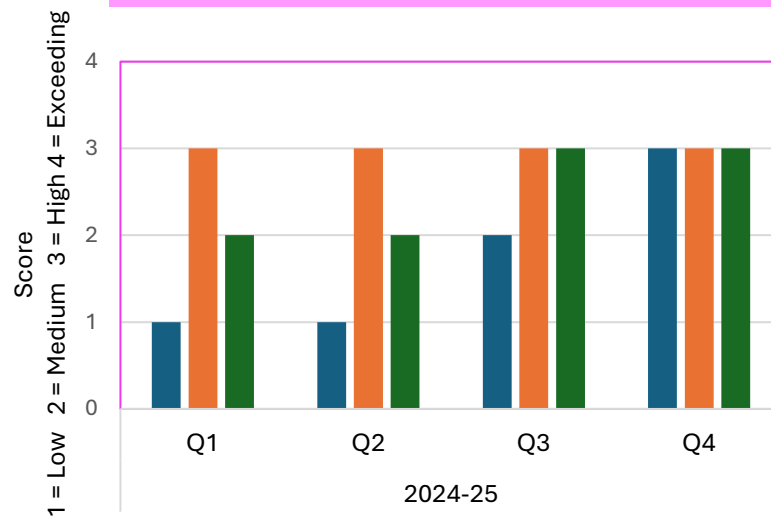
**Business Plan**  
**Strategic Priority 1 - Boosting Jobs and Economic Prosperity**  
**Aims of the Personnel Committee**



- To continue to be a good employer and invest in officer growth by supporting relevant professional development
- Real Living Wage Employer
- Local Government Pension Scheme
- Operate in accordance with our Civility and Respect Pledge
- Provide a Protocol to advise Officers and Members of the appropriate working relations with one another

| Strategic Priority 2 - Health and Wellbeing                                         |                                                                                                                                                                                                                                                                 | Aims of the Personnel Committee                                                                                  | What does success look like?                                                                                           | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Live Score<br>(1 = Low 2 = Medium 3 = High 4 = Exceeding) | 2024-25 |    |    |    |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------|----|----|----|
|                                                                                     |                                                                                                                                                                                                                                                                 |                                                                                                                  |                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                           | Q1      | Q2 | Q3 | Q4 |
|  | To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people. | Provide excellent welfare facilities                                                                             | Health and wellness initiatives<br><br>Excellent work-life balance<br><br>Provide a safe and healthy work environment  | Improve Guildhall restrooms and changing facilities where feasible<br><br>Dedicated employee toilet at Saltash Library<br><br>Continue to provide excellent welfare facilities to service delivery employees<br><br>Implement a flexible approach to working patterns to provide employees an improved work-life balance<br><br>Provide health care insurance that covers medical, dental and vision care<br><br>Continue to appoint a HR Consultant for employees/employer to access support/advice as required<br><br><b>Recognition of improved facilities required at Guildhall - Personnel held on 27.02.25 minute nr. 72/24/25</b><br><br><b>Flexible working implemented for admin and finance and is being enjoyed by those who wish to utilise it, quoted as 'offering a better work life balance'</b> | 3                                                         | 1       | 1  | 2  | 3  |
|                                                                                     |                                                                                                                                                                                                                                                                 | Provide occupational health assessments as required to support staff at work                                     | Various appointments as required<br><br>Mental health support<br><br>Associated cost to be covered by the Town Council | Appoint an occupational health consultant (medical and H&S) as required<br><br>Line managers to provide employee's one-to-one support as required<br><br>Continue to appoint a HR Consultant for employees/employer to access support/advice if required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3                                                         | 3       | 3  | 3  | 3  |
|                                                                                     |                                                                                                                                                                                                                                                                 | Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work | Robust risk assessments<br><br>Health surveillance checks if required<br><br>Mental health support                     | Line managers to review annually departmental Town Council risk assessments<br><br>Appoint an occupational health consultant as required<br><br>Appoint annually a health surveillance company to help protect employees from health risks at work<br><br>Line managers to be trained mental health first aider to support their team<br><br><b>Provision for flu and covid vaccines to all staff</b>                                                                                                                                                                                                                                                                                                                                                                                                           | 3                                                         | 2       | 2  | 3  | 3  |

**Business Plan**  
**Strategic Priority 2 - Health and Wellbeing**  
**Aims of the Personnel Committee**



■ Provide excellent welfare facilities

■ Provide occupational health assessments as required to support staff at work

■ Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work

| Strategic Priority 3 - Housing                                                    |                                                                                                                               | Aims of the Personnel Committee                                                                                                      |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|  | To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council | The Personnel Committee recognised strategic priority 3 - Housing did not fit within the remit (Terms of Reference) of the committee |

| Strategic Priority 4 - Travel and Transport                                       |                                                                                                                                                                                       | Aims of the Personnel Committee                                                                                                                          |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.</p> | <p>The Personnel Committee recognised strategic priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the committee</p> |

| Strategic Priority 5 - Climate Emergency                                          |                                                                                                      | Aims of the Personnel Committee                                                                                                             |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
|  | To continue to acknowledge a climate emergency and to bring forward a local climate change strategy. | The Personnel Committee recognised strategic priority 5 - Climate Change did not fit within the remit (Terms of Reference) of the committee |



| Strategic Priority 6 - Recreation and Leisure                                     |                                                                                                                                                                                                                                             | Aims of the Personnel Committee                                                                                                                            |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>To continue to provide, improve, and support in Saltash, play parks, open green speaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.</p> | <p>The Personnel Committee recognised strategic priority 6 - Recreation and Leisure did not fit within the remit (Terms of Reference) of the committee</p> |