

To receive a report on Town Council policies and processes and consider any actions and associated expenditure

Report to: Policy and Finance Committee

Date of Report: 10.11.25

Officer Writing the Report: Town Clerk / RFO

Purpose of the report:

To ensure that Saltash Town Council's policies and procedures are fit for purpose and effectively support the operational needs of day-to-day activities.

Officers Recommendations

Members are asked to consider delegating authority to the Town Clerk to explore options for outsourcing a full and comprehensive review of all Town Council policies and procedures. A report outlining the proposed approach, associated costs, and budget implications will be presented at the January Policy and Finance Committee meeting should Members agree to proceed.

Report Summary

Saltash Town Council is responsible for setting policy, which is then implemented by the relevant officers. Over time, as the Town Council has grown, various policies and procedures have been introduced. However, it has become apparent that many of these policies lack cohesion, are difficult to implement, and in some cases, are overly burdensome. There is a need to standardise policies across the board to reduce unnecessary updates and to create a transparent, easily accessible catalogue for reference.

This is a substantial piece of work that requires dedicated time and expertise, which current staff capacity cannot accommodate. Therefore, it is recommended that the Town Council prioritise this task by appointing an external consultant.

It is worth noting that other larger Town Councils have faced similar challenges and have opted to engage external consultants to undertake this work.

While a previously considered consultant is currently unavailable due to personal circumstances, there are likely to be other suitable professionals who can support this process.

Should Members agree to proceed, the Town Clerk will identify potential options and report back with recommendations.

Signature of Officer:

Town Clerk / RFO