

To receive a report on the Town Council 'Saltash Day' for the year 2026/27 and consider any actions and associated expenditure

Report to: Personnel Committee

Date of Report: 16.02.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the Report: To advise the Personnel Committee of the Town Council contracts of employment section *Other Leave*.

Officers Recommendations

Members are invited to review and discuss the potential awarding of a *Saltash Day* during the Christmas and New Year period, with any outcome to be recommended to Full Town Council.

Report Summary

Staff have expressed that the award of a *Saltash Day* is highly valued and supports the Town Council's strategic priority of promoting health and wellbeing.

Historically, the Personnel Committee has allocated a *Saltash Day* during the Christmas and New Year shutdown period. This timing has minimal impact on the operational needs of the Town Council, as many individuals are already away or taking leave during this period.

The *Saltash Day* has also helped staff meet the requirement to take a set number of annual leave days during the Christmas and New Year shutdown period.

Town Council contract of employment:

Other Leave

'Saltash Day' – This is a discretionary day recommended by the Personnel Committee to Full Council and may be awarded on a specific date.

Signature of Officer:

Town Clerk / RFO