

## **To receive an updated report on Town Council policies and processes and consider any actions and associated expenditure**

**Report to: Policy and Finance**

**Date of Report:** 03.03.26

**Officer Writing the Report:** Town Clerk / RFO

**Purpose of the report:** To ensure that the Town Council's Governance Framework is robust, fit for purpose, and able to support the effective day-to-day operation of the Council. Strengthening the framework will help ensure that decisions are made transparently, fairly, and in the best interests of the community.

### **Officer's Recommendations**

That Members appoint Company A to undertake a comprehensive review of all Town Council policies and processes, and to provide recommended amendments for consideration directly by Full Town Council at its meeting on 9 April, noting that the earliest completion date for the full report from Company A is 1 April 2026.

At a maximum cost of £2,800 allocated to budget code 6273 EMF Legal Fees.

Subject to approval by Full Town Council, the new governance framework would then be adopted at the Annual Town Council Meeting in May, to take effect from the start of the new municipal year.

### **Report Summary**

The Town Clerk identified the need for the Town Council to review its Governance Framework in line with recognised best practice. A report was presented to the Policy and Finance Committee for Member consideration, and the proposal was subsequently approved.

As part of the review, the Town Clerk assessed whether the work could be completed in-house. Unfortunately, this is not feasible due to existing workload pressures, limited staff resources, and the requirement to complete the review before the start of the 2026–27 municipal year.

To progress the matter, the Town Clerk examined approaches taken by other town and parish councils and sought quotations from consultants with proven experience and understanding of local government governance.

Two quotations were initially requested from consultancies within the area. However, one provider has since confirmed they are no longer able to undertake the work due to unforeseen circumstances. Please refer to the catalogue of policies and procedures.

This leaves one quotation for Member consideration. The details are as follows:

### Company A

#### **1. Review and recommendations**

Looking at the full catalogue for consistency, clarity and relevance, and identifying where policies could be combined, simplified or retired. This would involve going through each policy, annotating and commenting, and producing clear recommendations, including a proposed updated structure.

#### **2. Making any agreed changes**

In other words, putting the recommendations into practice and updating the policies accordingly.

There are 55 policies in the catalogue you sent over, so Stage 1 does involve detailed work across several areas. I estimate around 40–56 hours (5 – 7 days) for this first stage. Until those recommendations are produced, it isn't possible to give a meaningful figure for Stage 2 — and Saltash Town Council may well want to consider the Stage 1 outcomes before deciding whether to carry out the changes in-house, contract out, or take another approach.

Our standard professional rates are:

£50 per hour / £400 per day. So, the estimated cost for Stage 1 would be £2,000 to £2,800.

The earliest the full report can be produced is Wednesday, 1 April 2026.

**Budgets****Budget Codes:** 6273 EMF Legal Fees**Budget Availability:** £6,000**Committed Spend:** None.**Signature of Officer:**

Town Clerk / RFO