

Category	Policy	Remit of the Saltash document	Overall document-specific comment	Wider structural comment/action
Councillors and Civic	Awarding the Honorary Freedom of Saltash	This document describes the criteria, eligibility, and legal basis for awarding the Honorary Freedom of Saltash, the highest civic honour available to the Town Council. It sets out who may nominate, how nominations are assessed by a designated panel, and how final decisions must be approved by a two-thirds majority at a specially convened Council meeting. It also explains the presentation process, what the award confers, and the circumstances under which it may be withdrawn.	The document is in need of a couple of legal clarifications and one consistency matter. A good document otherwise and should be a stand-alone.	Keep. Minor changes to clarify.
Councillors and Civic	Civic Awards Policy	This document describes the annual Civic Awards process, including the award categories, eligibility rules, nomination requirements, and criteria for recognising voluntary contributions within the Saltash community. It sets out how the Awards Panel is composed, how nominations are assessed, and how winners are chosen and presented with their awards. It also includes procedural guidance for officers, nomination forms, and the publicity and administration that supports the awards ceremony.	There are no issues with this policy. It is consistent with law, with other council procedures, and with itself. A useful stand-alone document.	Keep.
Councillors and Civic	Civic Handbook	This handbook provides a comprehensive guide to the role of the Mayor, covering civic duties, ceremonial responsibilities, constitutional powers as Chairman of the Council, and expectations for conduct and protocol. It outlines the election process, day-to-day operational practices, meeting responsibilities, use of regalia, engagement procedures, and the structure of the civic year. It also explains support roles such as the Mayor's Secretary, rules for emergencies, protocols for events and funerals, and the legislative framework underpinning the office.	An operational handbook for the incoming Mayor - as opposed to a policy. Good idea to have this as stand-alone. Suggested clarifications are contained in the annotations.	Not necessary for Council approval - this is guidance, not policy or strategy. Requires minor review per the annotations.
Councillors and Civic	Code of Conduct	This document sets out the ethical and behavioural standards required of councillors and co-opted members, based on the Nolan Principles and the statutory framework of the Localism Act 2011. It details expected conduct, rules around respect, confidentiality, use of council resources, gifts and hospitality, and the requirement to uphold high standards at all times. It also provides the full legal process for registering and declaring pecuniary and non-pecuniary interests, including sensitive interests, and the responsibilities members have during meetings and decision-making.	No comments. As per template and should be stand-alone. No changes needed until new Code introduced with change in law (likely towards end of 2026)	Keep.
Councillors and Civic	Co-option Policy	This document explains the statutory process for filling councillor vacancies by co-option when no by-election is triggered, detailing eligibility criteria, application requirements, and how candidates are assessed and selected at a public Full Council meeting. It sets out the legal framework under the Local Government Act 1972 and Representation of the People Act 1985, including how vacancies arise and how public notices must be issued. It also includes templates, procedural steps, voting rules, and administrative actions required once a candidate is appointed.	A good stand alone policy with useful appendices. Strongly recommend reframing the "essential criteria" mantra to ensure those without formal qualifications and work experience are not excluded; and suggest a rethink of timeframes for co-option adverts and re-advertising after a failure to appoint. All stated in the annotations.	Keep but requires revisions per annotations.
Councillors and Civic	Election of Mayor and Deputy Mayor	This policy sets out the formal process for nominating and electing the Mayor and Deputy Mayor, including timelines, nomination requirements, voting procedures, and the distinction between election-year and non-election-year arrangements. It details how nominations must be submitted, how special meetings or the Annual Meeting handle the election, and how majority voting and tie-breaking are conducted. It also includes procedures for mid-year vacancies, the responsibilities of the retiring Chair, and rules on member voting and declarations of acceptance of office.	Should exist as stand-alone; generally fit for purpose but with clarifications on dates and voting methods, and highlighting law that allows anyone to stand at the Annual Meeting regardless of the custom and practice.	Keep but requires revisions per annotations.
Councillors and Civic	Protocol for Marking the Death of a Senior National Figure	This comprehensive protocol provides detailed procedures for how Saltash Town Council responds to the death of the Sovereign, senior members of the Royal Family, Prime Ministers, MPs, and key civic figures. It covers activation of mourning procedures, flag-flying sequences, proclamation arrangements, condolence books, public statements, church services, floral tributes, dress codes, silences, website changes, local events, and communication protocols. It also includes D-Day action grids, pandemic-specific adaptations, and appendices with invitation lists and flag-flying rules.	This document should definitely feature in the Council's catalogue of protocols, and it follows the recommended format. It does, however, need updating to be made future-proof, neutral, title-based and not tied to a specific event or monarch.	Keep. Minor changes to update.
Councillors and Civic	Protocol for Member Officer Relations	This protocol defines expected standards of conduct, communication, and working relationships between Councillors and Officers to ensure effective, lawful governance. It outlines respective roles, the importance of impartial advice, adherence to the Nolan Principles, expectations of professional behaviour, access to information, use of council resources, meeting conduct, correspondence protocols, press/media responsibilities, and boundaries (including prohibition on political influence or directing staff). It sets out processes for conflict resolution, grievances, code-of-conduct concerns, and maintaining respectful, constructive relationships.	This protocol tries to do the job of half a dozen different documents. A Member-Officer Protocol is meant to be a straightforward guide to how councillors and officers work with each other — expectations, boundaries, and good conduct. This version pulls in material that already belongs in the Code of Conduct, HR policies, grievance procedures, IT and communications policies, and potentially employment law. Its reach blurs the lines between what this protocol is supposed to cover and what is governed elsewhere. The risk here is of duplication and paraphrasing rules that are formally set out in other adopted documents. When one of those documents is updated the protocol becomes out of date or contradictory - or vice versa. A Member-Officer Protocol works best when it stays focused on the working relationship itself. It is recommended that the Member-Officer Protocol focusses on: Roles of, and working relationships between, councillors and officers including: appropriate behaviour and mutual expectations; Communication boundaries (email, meetings, phone); impartiality and neutrality; access to information rules; how to raise issues. The documents should not feature duplication of the Code, HR, or IT policy. Also unnecessary is the inclusion of the Nolan Principles (already in the Code of Conduct), HR training lists, press/media rules (covered elsewhere and is not to do with the officer-member relationship), purdah section (not about officer-member relationship), detailed employment procedures. It is recommended that the Council consider focusing this protocol towards something similar to the CALC model.	Requires significant review per annotations.
Councillors and Civic	Planning - A Guide for Councillors	This handbook consolidates all planning-related protocols and guidance for Saltash Town Councillors, including how to consider applications, engage in pre-application discussions, and follow Cornwall Council procedures. It includes consultation requirements by application type, site visit expectations, principles for transparency, and rules to avoid predetermination. It provides detailed protocols for local councils, including call-in rules, councillor conduct, handling major developments, community engagement standards, and use of the Town Council's planning poll process to review positions when case officer recommendations differ.	This document duplicates much of what is available online by the original author (Cornwall Council) and is outdated. Saltash TC should consider a issuing a planning guide which supplements and complements the existing guidance - not that repeats it. For example this document could have an introduction which states something more like: that the TC is a consultee in the planning process and that CC are the planning authority that make decisions to approve or reject. The TC role is to submit consultee responses which combine local knowledge and observations with material planning considerations. Cornwall Council publish useful planning information for Town and Parish Councils and these are regularly updated. They feature guides on planning application processes and protocols, pre-application discussions and others. It is recommended that councillors familiarise themselves, and keep updated, with this information: https://www.cornwall.gov.uk/planning-and-building-control/local-councils/role-of-local-councils-in-planning/#role . Councillors should also refer to the thorough planning guide produced by Cornwall Councils entitled "A Day in the Life of a Planning Application" which can be found here: https://www.cornwall.gov.uk/planning-and-building-control/local-councils/ This guide provides information on the additional protocols observed by Saltash Town Council. This document may then go on to feature the Saltash-specific sections: Section 3 "Protocol for considering Planning Applications" and Section 5 "Planning Poll Protocol" and Section 6 "Protocol on pre application meetings for major developments. Guidance for councillors and developers"	Not necessary for Council approval - this is guidance, not policy or strategy. Requires significant review per the annotations.
Finance	Acquisition or Sale of Land and Property minus attachments	Relatively short, high-level policy establishing governance for the acquisition or disposal of land or property by the Town Council. Core content includes: Legal compliance, decision-making criteria, solicitor's search, market valuation. Use of proceeds: Funds received from disposals.	Necessary stand alone document - suggested styling/wording changes in the annotations.	Keep. Minor style changes.
Finance	Annual Reserves Policy	This policy explains how the Town Council manages its General and Earmarked Reserves, setting out statutory principles and best-practice guidance (CIPFA and the Practitioners' Guide) for determining appropriate reserve levels. It details the rationale behind current reserve figures, including a risk-based calculation for contingency funds and the breakdown of earmarked reserves for specific future costs. It also defines the role of the Responsible Finance Officer in advising the Council and ensuring reserves are used and maintained responsibly.	Necessary and compliant stand-alone document. Wordy - can be shortened to help make the key messages more accessible to Cllrs and staff. A theme with much of the documents written by STC.	Keep but can shorten after review
Finance	Annual Statement on Internal Control	This document outlines the system of internal financial controls used by the Town Council, describing how risks are identified, monitored and mitigated across all financial and governance processes. It explains the control environment, including segregation of duties, audit arrangements, monthly financial checks, compliance with Standing Orders and Financial Regulations, and statutory RFO responsibilities under Section 114. It provides the formal annual assurance that internal controls are adequate and effective, confirming that no significant weaknesses were identified in the previous year.	This document should remain as a stand-alone for internal audit purposes. The document appears to cover all required areas, and the annotations highlight a few considerations for improving language and clarity. The document is lengthy and does iterate legal requirements - however this does not detract from the core purpose or pose a risk of contradiction elsewhere, so it is a matter of style as to whether the Town Council keep this content or not.	Keep but can shorten after review
Finance	Annual Treasury Management Strategy	This document sets out how the Town Council manages its borrowing, investments, and cashflow in accordance with the Local Government Act 2003, CIPFA guidance, and national investment rules. It explains how surplus funds may be invested, how credit ratings and risk are monitored, and which financial institutions and products the Council is permitted to use. It also details borrowing rules, limits, approval requirements, and the Council's current PWLB loans.	The purpose of a strategy or policy is to outline the Council's approach to a given topic. This document does that, but also serves as a reporting mechanism and reiterates law as well. It is a useful, compliant and necessary document but can be shortened to make more accessible to Cllrs.	Keep but can shorten after review
Finance	Anti bribery Policy Statement & Anti fraud and Corruption Strategy	This document sets out the Council's zero-tolerance stance on bribery, fraud, and corruption, referencing obligations under the Bribery Act 2010 and expectations for councillors and employees. It explains prohibited behaviours, reporting channels, investigation procedures, and links to whistleblowing and grievance processes. It also outlines the internal control environment, audit arrangements, and the responsibility of all staff and councillors to maintain ethical conduct and report concerns.	This document is compliant and appropriate and but for minor language changes is fit for purpose.	Keep. Minor changes.
Finance	Finance schedule and precept plan	This document sets out the annual financial cycle, detailing the timetable for year-end accounts, internal and external audits, quarterly budget monitoring, and the setting and approval of the Council's precept. It explains the roles of committees in reviewing expenditure, forming estimates, adjusting budgets, and making recommendations throughout the year. It also includes the structured precept-setting process from July guidance through October-December budget formation, culminating in Full Council approval and submission to Cornwall Council.	This is an administrative schedule. It is perfectly fine to use for officers as prompts but is not needed for council adoption or to be published.	Retire as policy. Retain relevant administrative process details for officer reference.
Finance	Financial Regulations	These regulations govern the Council's financial management, setting mandatory rules for budgeting, internal control, audit, procurement, banking, payments, salaries, risk management, asset management and financial decision-making. They define statutory duties of the RFO, non-delegable decisions of the Council (e.g., precept, governance statements, borrowing), procurement thresholds, authorisation limits, audit obligations and requirements for transparent financial reporting. The document also includes detailed regulations for electronic payments, contracts, reserves, income collection, investments, insurance, charitable funds and the tendering process.	This document follows the latest NALC model and has been reviewed to be tailored appropriately to STC. No issues.	No changes
Finance	Fundraising Strategy	This strategy outlines the Council's coordinated approach to identifying, securing and managing external funding to support projects aligned with the 2024-2027 Business Plan, led primarily by the Development and Engagement Manager (DEM). It describes decision-making processes, delegation levels, fundraising methods (grants, sponsorships, events, crowdfunding), prioritisation criteria, and structured community engagement through quarterly "Engagement Weeks." It also sets out communication expectations, data-handling requirements, training, monitoring and the DEM's responsibility for maintaining a funding database and reviewing the strategy quarterly.	Per the annotation, this document does not appear necessary. The notion of fundraising should be outlined in the committee terms of reference and the business plan referenced. The process can be recorded if necessary for administrative (staff) guidance. However as a stand alone adopted "Strategy", this document is unnecessary and is not necessary for adoption by Council. Charities may have such strategies, but this is not normal practice for Councils. Recommend retiring as a strategy/policy document and retaining working practices information for administrative reference.	Retire as policy. Retain relevant administrative process details for officer reference.
Finance	Grants Policy	This policy provides a structured process for assessing and awarding grants from the Community Chest and Festival Fund, including criteria, application requirements, decision-making, appeals, funding limits, and eligibility rules. It sets mandatory documentation standards, outlines key priority areas, explains types of grants available, and identifies circumstances where applications will be automatically or normally refused. It also covers expectations for publicity, match-funding, reporting obligations, reapplication restrictions, and requests for references supporting external bids.	This is a comprehensive stand-alone policy and should remain as such. However, there are key procedural recommendations in here for the Council to review for consistency and fairness. These are outlined in the annotations and concern the length of time that reapplications will not be considered; and the initial triaging of applications as an administrative (officer) process. There are a plethora of other clarifications recommended within the annotations.	Make it clear in both documents that there are two application routes: Play Park Match Funding, and then everything else. Significant reviews required in the General Grants Policy.
Finance	Match Funding Policy	This policy provides the framework for Saltash Town Council's match-funding scheme for play park improvements, offering up to £10,000 to constituted community organisations. It sets eligibility rules, required documentation, project criteria, evaluation benchmarks, and conditions such as responsible materials, maintenance commitments, and compliance with RoSPA installation standards. The policy outlines application stages, assessment by officers and the Services Committee, scoring methodology, post-award reporting, and rules for delays, publicity, and fund return where unused.	Useful stand-alone policy with very few annotations. Recommend, however, that the standard grant policy document points organisations to this policy if their project is more suited to this (i.e. for play areas)	

	= no changes
	= minor changes
	= significant changes
	= major changes, restructure or removal

Finance	Receipting of Income and Banking Procedure	This procedure supplements the Council's Financial Regulations and sets mandatory standards for collecting, receipting, securing, recording, and banking all income (cash, cheques, and card payments). It specifies staff responsibilities, security requirements, receipt book protocols, audit trails, card payment rules, cash limits, risk assessment expectations, and prohibitions (e.g., no cashing personal cheques, no using takings for expenses). It also defines monthly reconciliation, departmental logging, audit checks, the response to irregularities or theft, and requirements for safe storage and transport of funds.	This document mixes policy with detailed operational procedure. Policies = governance. Procedures = internal staff manuals. The document includes security and H&S elements that usually sit with the Clerk internally (e.g., robbery procedures, safe limits, CCTV protocol), and detailed workflow instructions such as on how to write receipts; Where to store books; How many copies to keep etc etc. This is being treated as a corporate policy by STC with approval & version control. In other councils this would be internal finance team process guidance only. The content of the document goes beyond JPAG requirements - which only requires that income is properly recorded, there is an internal control system, there is segregation of duties where possible. As this is a document for staff to understand process, it should be simplified and bullet points used rather than long prose.	Retire as policy. Retain relevant administrative process details for officer reference.
Finance	Annual Internal Audit and Business Risk Assessment	This document sets out Saltash Town Council's annual schedule of internal audit checks, financial controls, insurance reviews, and risk-management activities, covering everything from VAT returns and bank reconciliations to safety inspections and contract compliance. It functions as a comprehensive checklist to evidence good governance and proper practices for both internal and external audit. It also outlines the responsibilities of officers, contractors, and councillors in maintaining financial integrity and regulatory compliance.	This document is a schedule - a working document and not a policy for adoption. It is a useful administrative tool but does not form part of the policy suite.	The purpose of the review was to consider whether these documents are all necessary in their current form, whether any of them duplicate each other, and how the set might be streamlined so that it is concise, compliant with the Practitioners' Guide, and genuinely useful to councillors and officers. The Practitioners' Guide makes clear that councils must maintain an annual risk assessment, an annual review of internal control, and an independent internal audit, but it does not prescribe the format of the documents that support these requirements. It does, however, distinguish between adopted policies and operational working documents. It is evident from the Guide that the formal governance document is the overarching risk management strategy, while the detailed risk register and internal audit evidence are supporting tools rather than policy-level documents. The Guide provides examples of these administrative tools in the form of templates and checklists that councils may adapt for their own use; these are not intended for adoption by Council as policies (for example, the risk assessment template and the internal audit checklist). Having reviewed the three documents, the Council currently has one strategic policy, one operational risk register and one internal audit working document. However, all three are presented and adopted as policies, and there is significant duplication between them. In particular, the Risk Management Plan Statement and the Annual Internal Audit and Business Risk Assessment both replicate material that properly belongs in the risk register or in the year-end internal control review. Neither contains policy statements; instead, they list controls, monitoring arrangements and operational tasks. These are important working tools, but not governance documents. The Practitioners' Guide makes clear that such materials are part of the evidence base for completing the Annual Governance Statement, not standalone policies. There is also a noticeable overlap between the Strategy and the Plan Statement: both define risk categories, describe control systems and set out annual review requirements. This creates an unnecessary layer of documentation which obscures, rather than clarifies, the Council's governance framework. The Strategy should be the document that sets the Council's philosophy on risk, the processes it expects to be followed and the allocation of responsibilities. The Plan Statement should instead be termed the General Risk Assessment or Risk Register - a dynamic operational record maintained by officers and reviewed by members, but not itself a policy. The content of the Annual Internal Audit and Business Risk Assessment is essentially an internal compliance schedule. It is a working document used by officers to demonstrate that routine controls, reviews and audits are carried out. Again, the Practitioners' Guide treats these as administrative tools, not adopted policies. The Risk Management Strategy should remain as the sole adopted policy. It contains the organisational approach, expectations, overall process and responsibilities. This is consistent with both sector practice and the statutory proper practices. The Risk Management Plan Statement should be removed from the policy suite and retained as the Council's risk register. It should be updated by officers and presented to the relevant committee (typically Policy and Finance) annually or when material changes arise. The Annual Internal Audit and Business Risk Assessment should be withdrawn from the list of adopted policies. It should be retained for officer use as an internal schedule of compliance tasks and audit-readiness checks. It forms part of the evidence supporting the Annual Governance Statement but does not require member adoption. Its purpose is operational assurance and coordination, not governance. This streamlined structure reflects the distinction between strategy, risk register and working papers that underpins the Practitioners' Guide, ensures the Council maintains all documents necessary to comply with AGS Assertions 2, 5 and 6, and avoids unnecessary duplication. It also places the right materials in the right place: the Council adopts a strategic policy, officers maintain the operational tools, and members receive the necessary reports at the appropriate points in the year. If the Council wishes, the Strategy can be lightly amended to remove references suggesting that the Plan Statement or the Annual Internal Audit document are policies. Beyond that, no material reworking is required. The result will be a more concise, compliant and usable suite of documents that aligns with accepted sector practice and properly supports the Annual Governance and Accountability Return.
Finance	Risk Management Plan Statement	This statement identifies key risks across assets, finance, liability, employer duties, legal compliance, councillor conduct, reserves, and public consultation, scoring each risk and outlining existing controls and required actions. Controls include insurance, asset registers, financial procedures, audits, safety inspections, compliant budgeting processes, legal oversight, HR and health-and-safety support, and data protection measures. The plan is reviewed annually and provides a structured approach to reducing likelihood and impact through monitoring, training, policy compliance, and ongoing risk assessment across all service areas.	This document is necessary as a General Risk Assessment or Risk Register and should be treated as an operation record and not a policy. It is an audit necessity to retain this and to resolve at the appropriate committee annually.	
Governance	Risk Management Strategy	This strategy outlines Saltash Town Council's overarching framework for identifying, evaluating, managing, and monitoring risks across all service areas. It defines risk types (strategic, compliance, financial, operational, reputational, etc.), the risk management process, control options, and the format and purpose of the Council's Risk Register. It sets out the roles of Councillors, the Town Clerk, the Responsible Finance Officer, Line Managers, employees, the Internal Auditor, and the Policy & Finance Committee in implementing and reviewing risk management. It also embeds risk considerations into decision-making, service planning, partnership working, training, and annual monitoring and review.	The Saltash Risk Management Strategy is far longer and more detailed than typical for a town or parish council. It reads partly as a training manual and procedural guide rather than a concise strategic policy. Much of the content is useful but inappropriate for an adopted strategy. The document repeats explanations of risk management, lists risk categories multiple times, and restates responsibilities already covered elsewhere. Some sections go into operational or descriptive detail that exceeds the needs of a high-level strategy—for example lengthy descriptions of control methods, and a full scoring matrix more suited to a working document. Most councils produce strategies of around 6-8 pages, focusing on purpose, responsibilities, approach, links to decision-making, and monitoring. This version mixes strategic and operational content and making the document harder to navigate. A shorter, clearer strategy would better distinguish between the policy (how the council manages risk) and the risk register (the risks themselves). Streamlining the document—removing duplication, trimming narrative, and removing operational material—would bring it into line with common practice and still meet audit requirements.	
Governance	Annual Business Continuity Plan	A substantial risk-based business continuity plan covering operational continuity for the Town Council during disruptions. Key components: Compliance context: References the Civil Contingencies Act 2004 Fire, flooding, power loss, ICT failure, fraud, H&S failures, resignation of key staff, pandemics, loss of councillors etc. Each includes impact, likelihood, mitigation and actions. Insurance arrangements. Contact lists: contractors, utilities, emergency services, etc. (acknowledges non-statutory nature for Town Councils). Functions of the Council: Buildings, staff, services, emergency accommodation role. Extensive risk analysis.	This Business Continuity Plan doesn't need replacing or changing. It can be tidied up to make it easier to use quickly in a real incident - see for example Portishead Town Council as a strong example. This document can be made more valuable by adding a simple "what to do first" section and keeping the emergency-actions separate from the big risk table. The document is still solid and detailed, but reads more like a risk list than a quick-reference guide. As an audit requirement - the document works very well, as a practical guide, the style could be altered.	Keep. Optional style changes.
Governance	DRAFT IT Policy	This policy defines the proper use, care, security and management of all IT equipment, systems, accounts and digital resources provided by the Town Council to employees and councillors. It outlines rules for device handling, cybersecurity, email and internet use, website accessibility, remote working, data protection compliance and monitoring of council-owned systems. It also includes specific procedures for loss/damage reporting, acceptable use requirements, user responsibilities, and comprehensive appendices for equipment collection, return and incident reporting.	This IT Policy takes much of the NALC template and augments it with Saltash-specific further detail on process. It is rigid in its approach to IT usage - which is not an issue - and it is lengthy. In this case, the longer, more comprehensive IT policy produced by STC is strong. There are some recommended minor revisions in the annotations. This should remain as a stand alone document.	Keep. Minor changes to update.
Governance	DRAFT Receiving Public Questions, Representations and Evidence at Meetings	This policy explains how members of the public may submit questions, representations or evidence for council and committee meetings, including rules on deadlines, word limits, format and speaking time. It sets out the criteria for accepting or rejecting submissions, how questions are ordered and presented at meetings, and the expectations for behaviour and procedural conduct during public participation. It also provides a structured process for public involvement in planning applications and includes the required submission form for all questions or representations.	The Council is able in law to require this from the public - given that there is no right to participation (only attendance and recording), it is for the Council to determine how this is done. NALC advise this is detailed in Standing Orders, and not a separate policy. There are examples of this in other parts of the country, however the approach of requiring written notice is not the norm. I question why the Town Council wish to do this. It may come across as closed or an attempt to install barriers between the Council and the public. Provided that Standing Orders determine how long a member of the public can speak for, sets a maximum time limit for the whole item, and outlines how questions will be responded to, I see no need for this policy. Recommend reviewing the process and allowing questions without written notice, and abolishing this policy.	Review procedure and abolish policy.
Governance	Freedom of Information & Model Publication Scheme	This policy explains how the Council complies with the Freedom of Information Act 2000, how requests must be submitted, statutory response times, exemptions, charging rules and procedures for dealing with, refusing and reviewing requests. It outlines responsibilities of officers, internal review processes, ICO escalation routes, and detailed rules on costs, vexatious requests, deadlines, redaction and record-keeping. It also includes the full ICO-approved Model Publication Scheme showing all information the Council makes routinely available, how it can be accessed and related charges.	The document is necessary and fully compliant. The Publication Scheme is fit for purpose - the Policy section is very lengthy however. This could be viewed as overly long for public consumption, making it difficult to understand and creating an admin burden (as law evolves and the ICO makes updates). Mixing law, procedure, and publication scheme in one document makes it heavy and unclear. Suggest more of a summary approach to the legislation than a full outline. The document could be significantly reduced for ease and usability - an example structure: 1. Introduction: FOIA 2000 gives the public the right to access recorded information held by the Council. Rights include: Access to all information listed in the Council's Publication Scheme. Ability to request any recorded information regardless of format or date. Commitment to openness, transparency, and building public trust. Incorrect handling of information may cause reputational and legal issues. Policy safeguards staff, the public, and the Council through clear rules and processes. 2. Aims and Scope of the Policy; Applies to all recorded information created or held by Members or Officers. Sets out responsibilities under FOIA for anyone handling or responding to requests. Ensures a consistent and lawful approach to information access. 3. Guidelines: Failure to follow these requirements may trigger disciplinary action. The Council will: Comply with FOIA 2000. Maintain an up-to-date Publication Scheme with routinely available information. Reply to standard requests within 20 working days; extensions applied only where justified (e.g., public interest test). Protect personal data and only release it in accordance with data protection legislation. Keep a record of FOI requests and responses. Identify when a request is "complex" and escalate as necessary. Apply exemptions appropriately, releasing information unless there is a valid reason to withhold it. Proactively publish information wherever possible. Handle complaints about FOI decisions through the Town Clerk and signpost applicants to the ICO. Ensure all staff and Members understand their FOI obligations; include FOI in induction. Apply lawful charges where relevant, in line with fees regulations. Use the statutory "appropriate limit" when assessing requests and invite applicants to refine requests exceeding it. 4. Responsibilities: Council responsible for making recorded information available in line with FOIA requirements. 5. Responsibilities of All Staff and Members; Handle all information securely and confidentially. Understand this policy and refer to ICO guidance when needed. Comply with FOIA obligations in all communication and record-keeping. Ensure data protection rules are upheld at all times. 6. Responsibilities of the Town Clerk; Ensure Members and staff understand and follow FOIA requirements. Provide access to personal information following valid written requests. Coordinate dissemination of guidance on information security, FOIA, and data protection.	Suggest significant review per annotations.
Governance	Scheme of Delegation	This document defines the formal delegated powers of Saltash Town Council, specifying which financial, personnel, operational, and governance decisions may be made by the Town Clerk, Responsible Finance Officer, Line Managers, Committees, and the Chairman/Deputy Chairman. It sets limits for expenditure approvals, urgent works, petty cash, procurement, staff training, credit card use, additional hours, and the dispersal of Section 106 funds. It also grants delegated powers relating to health & safety, room hire waivers, publicity, elections/co-options, temporary arrangements, and Guildhall bookings, including a dedicated appendix covering actions during health pandemics.	The document is fit for purpose but for a few language changes and an addition to cover complaints procedures. Schemes of Delegation are often compiled at the end of the Financial Regs document, however due to the size and scope of STC, it is appropriate to have this as a stand alone document.	Keep. Minor changes.
Governance	Standing Orders inc appendices	The Standing Orders set the formal procedural rules governing Council meetings, committees, debate, voting, public participation, conduct, procurement, information management, data protection, and relations with the press. They incorporate statutory requirements (in bold) and local procedural rules covering motions, minutes, quorum, extraordinary meetings, the roles of the Proper Officer and RFO, contract/tendering processes, and legal execution of documents. Extensive appendices include the Code of Conduct, complaints procedures, unreasonable customer behaviour policy, public questions procedure, financial regulations, scheme of delegation, committee structures, and detailed terms of reference for all committees and sub-committees.	The most integral document to the Council's governance. It is compliant and it follows a NALC model in the main. There are suggestions for reviewing certain elements of practice, and for reviewing some wording to allow for more effective administration. Contained in the annotations. Also recommended to remove all appendices.	Suggest significant review per annotations.
Governance	Data Protection and Retention Policies	This combined policy covers how the Council stores, processes, retains, and disposes of information, setting legal and operational requirements for document retention, data protection, information security, and transparency. It includes detailed retention schedules, rules for disposing of confidential material, and guidance on managing councillor and staff email accounts, removable media, and subject-access rights. It also sets out the Council's compliance duties under UK GDPR and the Data Protection Act 2018, including rights of data subjects, lawful bases for processing, and expectations around information handling and publication.	This document is based on an old template originally developed in the sector in around 2011-2012. There is a county-wide retention scheme that CALC and Kresen Kernow developed and agreed for Town and Parish Councils (last updated 2025), and the recommendation here is that STC scrap this current document. In terms of an actual Data Protection Policy (different from document retention) CALC have not been provided with one for STC. STC need to demonstrate compliance with the Data Protection Act 2018, and the practitioners guide 2025 states that councils should do this by adopting a Data Protection Policy covering data handling, storage and sharing (see practitioners guide). There are good, succinct, modern versions available online - see for example Lowestoft Town Council. A new Data Protection Policy should include that: the council will manage information appropriately; the council will dispose of information in line with legislation; the council adopts ACSS / CALC schedule as its retention schedule; who is responsible; how review and disposal are undertaken. See: https://www.cornwallalc.org.uk/documents/2006927 .	Scrap both the Data Protection Policy (Employees) and "Data Protection and Retention Policy". Adopt a stand-alone Data Protection Policy per the recommendations.
HR	Data Protection Policy (Employees)	This policy explains how the Town Council collects, uses, stores, and deletes personal data relating to job applicants, employees, volunteers, and contractors, ensuring full compliance with UK GDPR and data protection principles. It sets out lawful bases for processing, security requirements, staff responsibilities, data-subject rights, and procedures for breaches, retention, monitoring, and DPIAs. It also details the obligations of staff who access personal information and the consequences of failing to comply with the policy.	This appears to originate from a 2018 Work Nest (HR company) template. There is no requirement for a separate employee data protection policy if STC adopt a general Data Protection Policy as per the recommendation outlined in the annotation on the "Data Protection and Retention Policy" document. Recommend scrapping once a general Data Protection Policy is adopted.	

HR	Data Protection Criminal Records Information Policy	This policy explains how the Council handles criminal records information when recruiting staff or managing existing employees, including when DBS checks are justified and how they must be processed. It sets out requirements for fairness, data minimisation, secure handling, retention limits, and compliance with the DBS Code of Practice and data protection law. It also describes how risk assessments are conducted when convictions are disclosed and outlines staff responsibilities, training expectations, and procedures for storing, using, and disposing of DBS information.	This appears to originate from a 2018 Work Nest (HR company) template. The requirement has since been superseded by an "Appropriate Policy Document". However, Town and Parish Councils very rarely adopt such a policy - this is common for principle authorities, and it may be that STC or Work Nest have made the assumption that it is required also for Town Councils. The ICO states that APDs are for in its official template: https://ico.org.uk/media/2/for-organisations/documents/2616286/appropriate-policy-document.docx . The APD is only required when an organisation processes special category data or Criminal offence data (including DBS) using certain Schedule 1 conditions of the Data Protection Act 2018. Principle councils have APDs because they deal with: Social care records; Criminal offence data; Safeguarding data; Domestic abuse information; Youth offending; Public protection / enforcement data; Housing enforcement cases. Parish and town councils generally do not process these but instead handle: Basic HR data; Employee sickness absence; Councillor contact info; Volunteers; Residents' contact details. I recommend that Council staff thoroughly review whether a policy covering these areas is actually needed, and if so, the ICO template for an APD is used.	Detailed review needed on whether necessary
HR	Disability Employment Policy	This policy outlines the Council's commitment to supporting employees and applicants with disabilities through equality of opportunity, reasonable adjustments, and an inclusive working environment. It defines disability under the Equality Act 2010, explains the responsibilities of managers and employees, and sets out processes for recruitment, workplace adjustments, learning, development, redeployment, and disability-related leave. It also provides detailed guidance via appendices covering Access to Work, support workers/job coaches, dyslexia support, and how managers assess and implement reasonable adjustments.	This policy is long, operational, and unnecessary for a council. The document is more fitting for large organisations such as a unitary authority or NHS Trust, and not a Town Council employing 35 people. It is suggested that this policy is retired and replaced with a modern Equality & Diversity Policy (as recommended separately - the SLCC 2025 and NALC 2023 models are legally robust and cover reasonable adjustments, non-discrimination and fairness in recruitment, and a general commitment to supporting disabled employees). STC may add a short "Reasonable Adjustments Procedure" in a Staff Handbook covering: how staff request adjustments; manager responsibilities; Occupational Health; disability leave; how to raise issues. This is how many councils (and ACAS) structure things.	Scrap and summarise elsewhere per annotation.
HR	Employee Recognition Scheme	This policy sets out a quarterly scheme designed to recognise employees who have demonstrated exceptional performance, innovation, customer service or significant positive contribution beyond normal expectations. It defines nomination criteria, who may nominate, how nominations are assessed anonymously by the Personnel Committee, and how ties are resolved. The policy also describes the award itself - recognition, a profile, certificate and £25 local voucher - along with processes for announcement, presentation and annual review.	The structure, language and design of this scheme indicates that it originated from a commercial HR template rather than from local government models or Cornwall-specific guidance. The emphasis on behaviours such as productivity, innovation and customer service, the use of vouchers, quarterly awards, nomination forms and private-sector "reward strategy" language are all typical of commercial organisations, not town councils. From an online search I cannot see that any other Cornish town council has anything comparable, and NALC do not issue model recognition scheme policies for councils. STC's scheme resembles private sector employee-engagement tools and is not representative of normal local government practice. Recognition in our sector is usually modest, service-based and reflects public-sector values rather than private-sector reward culture. Town and parish councils typically acknowledge staff through long-service awards, annual appraisals and occasional commendations linked to exceptional service delivery, rather than structured incentive schemes. Recognition tends to be low-value, non-competitive and non-financial to avoid perceptions of favouritism, protect equal-pay principles and maintain transparency in the use of public funds. NALC do not promote or model quarterly reward programmes or voucher-based incentives, and very few councils implement them independently. This does not mean that STC must retire the scheme - however it will be more in-line with the sector if it were removed. Annual appraisals are the normal mechanism for development and recognition.	Recommend scrapping the scheme - though it is not essential to do so.
HR	Equality & Diversity Policy	This policy confirms the Council's commitment as an employer and service provider to equality of opportunity and the elimination of unlawful discrimination across all protected characteristics. It sets expectations for recruitment, training, promotion, fair treatment and dignity at work, and outlines the Council's responsibilities in providing equitable, accessible services to the public. It also details specific equal opportunity commitments for each protected characteristic and outlines consequences for breaches, grievance routes and monitoring arrangements.	The current SLCC and NALC model policies are stronger and more suitable for a local council than the STC version. The NALC policy offers a more legally robust foundation. It provides full definitions of all forms of discrimination and explicit alignment with the Equality Act 2010, and ensures councils meet statutory duties and have defensible procedures in the event of a tribunal claim. The SLCC 2025 model also provides a modern, practical and operationally focused framework which details employer and employee responsibilities, enforcement expectations and monitoring duties in a way that aligns with contemporary HR practice in the sector. This STC policy is based on an older SLCC template and it lacks legal definitions and statutory concepts. It therefore may leave the council in a more vulnerable position than if it adopted a modern version. The STC policy should be scrapped and replaced with either the NALC 2023 (https://www.nalc.gov.uk/resource/equality-and-diversity-policy.html) or SLCC 2025 (https://www.slcc.co.uk/advice/equality-and-diversity-policy-wonderland-town-council/) model as the new base.	Scrap and replace based on modern sector-specific model.
HR	Health and Safety Manual	This comprehensive manual outlines the Council's health and safety policy, responsibilities, and management system, including risk assessment, monitoring, training, emergency procedures, first aid, accident reporting, COSHH, DSE, manual handling, lone working, PPE, fire safety, work equipment, driving (including EVs), and workplace environmental standards. It defines the organisational structure, roles of employees and managers, contractor duties, and visitor roles. It includes detailed procedures, forms, checklists, and record-keeping requirements to ensure compliance with statutory duties across all sites and work activities.	This document was formulated by a Health and Safety professional in 2024. Saltash TC use a H&S consultancy company (Moorepay) to offer professional advice and to draw up this document. It is exceptionally lengthy and goes into detail which is not usual for local councils. Topics expected and are covered include: Fire safety, First aid, Lone working, COSHH, Manual handling, PPE, Driving, Violence and aggression, Stress, Risk assessments, Stress at work, DSE, Contractors, Training. Additional topics covered and not necessarily usually seen in a local council H&S manual: Extensive Document, Control system, PDCA management methodology, Extensive checklists for office, contractors, COSHH, risk assessment, Visitors' rules, Non-English-speaking employees section, Detailed RIDDOR guidance, Very large fire testing / evacuation testing procedures, Dozens of forms (accident, COSHH inventory, PPE issue records, vehicle checks, violent incident reports, visitors' logs etc.). The document doesn't appear to cover the following - which do feature in some other local council manuals: Radiation, Noise, Vibration (including HAVS), Leptospirosis / Weil's Disease. There are no identified compliance issues here - just a note that the document is more lengthy than expected. If the Council wish to review this document it should engage Health & Safety professionals - ideally a company with sector-specific experience.	Integral document to keep as stand alone. Revisions are optional.
HR	Local Government Pension Scheme Policy	This policy explains how Saltash Town Council exercises its employer discretions under the LGPS 2014, including contribution rate reviews, early retirement, actuarial reduction waivers, compassionate cases, flexible retirement, SCAPC rules, transfers, and limitations on awarding additional pension. It emphasises a default position of no discretionary enhancements unless there is a clear organisational benefit and financial recovery within two years. It also outlines decision-making, management roles, dispute resolution procedures, and defined circumstances in which discretions may be applied.	This Employer Discretions Policy is based on the official Cornwall Pension Fund template. It is fully compliant and fit for purpose and should be a stand-alone policy. No changes needed.	Keep.
HR	Recruitment and Selection Policy	This policy sets out Saltash Town Council's procedures for fair, transparent, and consistent recruitment, covering job design, advertising, shortlisting, interviewing, selection, eligibility checks, and appointment. It defines roles of the Town Clerk, Line Managers, Personnel Committee, and interview panels, and details requirements for CVs, cover letters, references, right-to-work checks, data protection compliance, and record retention. It also outlines the use of agencies, internal and external advertising expectations, equal opportunities considerations, and the process for offering, withdrawing, or reallocating roles.	It isn't entirely necessary to have a stand-alone recruitment policy as much of recruitment basics are covered by legislation and can be referenced in the employee handbook. Nevertheless STC can have this as a stand alone policy - some of the very big Councils do this (Taunton, Penzance). If retaining this policy, there are major revisions suggested both to process and to wording in the document, per the annotations.	Significant revisions suggested and review of CV/application procedure. This can be either reviewed or retired.
HR	Safeguarding Policy	This policy sets out Saltash Town Council's responsibilities for safeguarding children, young people, vulnerable adults, employees, councillors, volunteers, and contractors. It defines key principles, reporting procedures, legal frameworks, safer recruitment expectations, training requirements, roles of the Designated Safeguarding Lead, and guidance for identifying and responding to abuse. It also details safeguarding measures for staff welfare, expectations for safe activities and events, and specific procedures for photography and filming at Council sites and the Library Hub.	This policy clearly originates from older national templates and out-of-date statutory guidance, including materials that pre-date the Care Act and the Cornwall Council Safeguarding Toolkit (2023). It defines key principles, reporting procedures, legal frameworks, structure that no longer reflects modern local-authority safeguarding practice. I recommend adopting the current Cornwall Council template (https://www.cornwall.gov.uk/media/40nn0cp/final-tpc-safeguarding-toolkit-updated-august-2023.pdf) as the core document and rebuilding your safeguarding framework on that basis. However, several parts of this existing policy do add value and should be retained: the local reporting structure (DSL and deputy) the photography/filming procedures for Guildhall and Library Hub, library-specific safeguarding processes, staff-safeguarding elements, operational guidance for events, and the detailed version-control governance. These elements are Saltash-specific and enhance your compliance and practice, and can be reattached as appendices or supplements to a new, Cornwall-aligned policy. See annotations for further detail.	Major changes required.
HR	Training & Development Policy	This policy outlines Saltash Town Council's approach to training for staff and councillors, defining training as a planned process to develop individual ability and meet organisational needs. It sets objectives for councillor induction, mandatory training (e.g., Code of Conduct, Standing Orders, Planning, Data Protection), and ongoing development supported through CALC, SLCC and in-house provision. Staff training covers induction, appraisal-linked development, qualification support, health & safety, legislation updates, and personal development, with a structured prioritisation system and financial assistance rules. Records and evaluation requirements apply to all training undertaken.	The document deviates from the NALC template but is compliant and fit for purpose - but for minor considerations for revision. This should be a stand alone document (as required for the Civility & Respect Pledge) and issued to both councillors and staff in respective induction packs/handbooks.	Keep. Minor changes to update.
Public facing	Communications Policy & Strategy	This policy sets out how the Town Council communicates with residents, partners, the media, councillors and staff, establishing standards for clarity, accessibility, accuracy, branding and data protection compliance. It defines who may issue official communications, how press enquiries must be handled, expectations for councillor correspondence, and how information should be presented across different channels including social media. It also includes a wider communications strategy covering audiences, engagement aims, transparency, branding rules, monitoring arrangements, and the tools and platforms the Council will use.	Very useful to have as a stand alone document however it requires revisions and reductions, and incorporating a much reduced noticeboard protocol as an appendix. Full details in the annotations.	Significant revisions suggested for the Communications Policy. Retire the noticeboard policy and retain concise information in a new appendix in the communications policy document.
Public facing	Noticeboard Policy	This policy sets out how Saltash Town Council manages and controls the use of its physical and virtual noticeboards, including seven general boards and three premises-specific boards. It defines priority order for displayed materials, size limits, time restrictions, rules for permanent or long-term notices, and conditions for removal when space is limited. It also sets content rules—permitting community, charity, and Council-related notices while prohibiting commercial, political, or out-of-area events (except certain wellbeing-related exceptions). Premises-specific boards have tighter restrictions. The policy also outlines submission requirements and confirms that approved notices will also appear on the Council's virtual noticeboard and events diary.	Recommend this is shortened and simplified - and added as an appendix to the communication and strategy policy. Annotations below suggest where to rationalise.	
Public facing	DRAFT Complaints Policy	This policy sets out how the Town Council receives, investigates, and responds to complaints, including definitions, timescales, responsibilities, and a two-stage escalation process. It explains how complaints must be submitted, how informal and formal complaints are handled, how confidentiality is maintained, and how unacceptable or vexatious behaviour is managed. It also clarifies procedures for complaints about staff, the Town Clerk, and councillors, and includes standardised complaint forms for public use.	There are no specific annotations to individual parts of this policy. It's general message is sound and compliant, but there are two key issues for the Council to consider: 1. This policy uses too many words and various phrases and is therefore unclear. This is a public-facing document that the public must be able to absorb simply. 2. Do the Council wish to insist that a form must be completed by complainants? The option of a verbal complaint or a written complaint often feature in such policies, and the introduction of a form seems to create a barrier. It also brings into question the "informal" nature of a complaint if it must be written on a prescribed form. I recommend a redrafting of the wording which makes it clearer, and a rethinking of the need for official forms. It may be much simpler, for example, to have the following structure: 1. Introduction; Council is outside Ombudsman jurisdiction. Policy ensures complaints are handled properly and transparently. Complaints about councillors follow the Code of Conduct and go to the Monitoring Officer (unitary authority). All other complaints go to the Town Clerk. Complaints about the Clerk go to the Mayor/Chair. Commitment to fair, timely, courteous handling and proportionate investigation. 2. Informal Complaints: Council aims to resolve concerns informally first. Usually raised with the Town Clerk. Clerk may liaise with staff or councillors to find a quick solution. If unresolved or serious, matter moves to the formal stage. Clerk maintains a simple log of informal issues and outcomes. No set procedure, but a record must be kept. 3. Formal Complaints: Formal route used where informal resolution is not possible. Written acknowledgement within a set timeframe (e.g., 10-14 days). Complainant updated periodically throughout the investigation. 4. Complaints About Councillors: Council cannot investigate councillor conduct. Must be referred to the Monitoring Officer under the adopted Code of Conduct. Provide contact details for the Monitoring Officer. 5. Complaints About Staff: Must be submitted in writing with supporting information. Referred to the appropriate manager and handled via HR/disciplinary procedures. Complaints about the Clerk go to the Mayor/Chair. Complainant informed that the matter will follow employment processes (details of actions not shared). 6. Complaints About Council Decisions or Committees: Must be made in writing to the Town Clerk with supporting evidence. Only considered where new information or potential error is identified. Initially reviewed by Clerk + Mayor + relevant Chair. May escalate to committee or Full Council if unresolved. Complainant may be invited to address a meeting where appropriate. All stages recorded for audit and learning. 7. Vexatious Complainants: Defined as repeated, unreasonable or intentionally disruptive behaviour. Council may limit or cease responses when behaviour impacts service delivery. Complainant informed if classified as vexatious and advised of review period. New, unrelated complaints still assessed on merit.	Significant revisions suggested and review of the informal/formal nature and the need for forms.

Public facing	Social Media Policy	The policy governs the Council's use of social media platforms such as Facebook and Instagram, with operational oversight by the Communications & Engagement Officer and strategic direction from the Working Group. It sets aims including improving public engagement, promoting events and tourism, providing accessible information, and enabling two-way communication while maintaining clear distinctions between official and personal posts. It provides detailed content, style, and administration rules covering posting standards, response protocols, safeguarding considerations, follower/like restrictions, acceptable conduct, scheduled posting times, and escalation for misuse or abusive behaviour.	An integral stand alone document. It meets compliance but its style is inconsistent with other STC documents and is not as professional. This needs significant tidying and rationalising per the annotations.	Significant changes required.
Services	Allotment Policy	A comprehensive compliance and operational policy for Town Council allotment sites, functioning as both policy and management handbook. Main sections: Eligibility & allocation rules, including waiting lists and residency boundaries. Tenant responsibilities: cultivation, behaviour, chemicals, waste, water, structures, fees, etc. Council responsibilities: site management, inspections. Enforcement: warnings, notices to quit, eviction triggers. Termination: including death of tenant, relocation of land (statutory 12-month notice), boundary moves.	This "Policy" reads like a Tenancy Agreement (which is referenced in this document but has not been provided to CALC). The Council should have a short high-level policy, and a longer Tenancy Agreement for issuing to tenants (NALC have a template if required). Content of short policy: Why the council provides allotments; Legislative framework; Who can apply (eligibility high-level); Priority / allocation principles; Reference to fees and charges; Signposting to further detail in the Allotment Tenancy Agreement. Content of Allotment Tenancy Agreement: Legislative framework (limited); Who can apply (detail) Cultivation rules; Waste / chemicals / tools rules; Water usage rules; Livestock rules; Structures rules; Fees and charges (exact amounts/dates); Enforcement steps; Notice to quit rules; Site inspections process. Further queries on content provided in the annotations.	Rethink structure altogether. 2 separate document recommended.
Services	CCTV POLICY	This document explains how Saltash Town Council manages, monitors, and governs its CCTV systems, including their purpose, lawful use, and compliance with data protection legislation. It sets out how images are stored, retained, accessed, and deleted, and details the responsibilities of both the Council and external operators such as Plymouth City Council. It also lists all camera locations, outlines signage and data-protection requirements, and clarifies how individuals can request footage.	Necessary stand alone policy that adheres to ICO guidance. Significant style and wording issue with recommended changes in the annotations.	Significant style and wording changes recommended.
Services	Corrections and Additions to Saltash war memorials policy	This document sets out the process for requesting the addition or correction of names on Saltash Town Council-maintained war memorials, including the information required and eligibility criteria such as military/civilian status and local connection. It explains the verification steps the Council must take, including checks with census data, the Commonwealth War Graves Commission, Armed Forces records, and the national War Memorials Register. It also describes how requests are advertised for public comment, how decisions are made, and how inscriptions are carried out and recorded.	This is a really useful document and appears mainly compliant. Suggest a review of some content per the annotations.	Keep. Suggest a review to some wording.
Services	Hire of Town Council Premises and Events	This policy sets out the full conditions for hiring Saltash Town Council premises, including eligibility, booking requirements, hire periods, charges, refunds, access arrangements, and on-site conduct. It details hirer responsibilities for safety, noise, supervision, insurance, fire procedures, safeguarding, and cleaning, as well as items and activities that are prohibited (e.g., pyrotechnics, bouncy castles, untested equipment). It also explains music and alcohol licensing requirements, free-use criteria, the booking form and documentation needed, and rules for events run by both the Council and third parties.	A major overhaul is recommended to the approach taken by STC to the governance of this issue. The current document is essentially a guide for hirers (very useful) but is being treated as a policy that goes to a committee for approval. The Council do not need to approve such operational content but should instead adopt a high level policy that sets out the important information (i.e. that premises will be hired, what for, how much to charge etc). The recommendation therefore is to produce a short high-level policy covering these (and set out in note form within the first annotation in the document). This policy shouldn't be more than around 500 words. Fine detail is not needed - the Council is making higher level decisions. The hirers guide should then be adapted by officers as and when it is appropriate without the need to go back to Council for discussion or decision. The hirers guide includes things like opening times, contact details, all the T&Cs, forms etc. The annotations in this document are in relation to adapting it for the "Guide to Hiring Town Council Premises and Facilities". The comments in the first annotation are what I recommend is included in the SHORT new policy to be approved by Council.	Major overhaul - have a separate, short, high level policy, and then a "Guide to Hiring Town Council Premises and Facilities". Retire the loudspeaker policy as a stand alone document and include a shorter version in a new hiring guide document.
Services	Public Loudspeaker System (Fore Street)	This policy sets out rules for the use, hire, and management of the 12-speaker outdoor sound system installed in Fore Street for community events. It details statutory restrictions under the Control of Pollution Act 1974, including a prohibition on use between 9pm and 8am and a ban on advertising for trade or business. It explains the hire process (free of charge), requirements for PRS/PPL licensing, PAT-tested equipment, set decibel limits, and operational controls such as breaks for amplified music, noise monitoring, complaint handling, and termination of use for breaches. A full application form and conditions of use are included.	The loudspeaker system is not a strategic governance area. It covers: operational rules, hire conditions, restrictions, a booking form. This is therefore operation rules for hirers of one facility, and doesn't justify a standalone "policy" requiring councillor approval. Recommend that a shortened version of this information is contained within a section of the Hire of Town Council Premises and Events, and the application form is attached as appendix C in that document. That document can be renamed "Hire of Premises and Facilities".	
Services	Home Library Service Policy	This policy defines how Saltash Town Council delivers the Home Library Service locally following Cornwall Council's withdrawal of the countywide programme. It sets eligibility criteria for borrowers, outlines delivery arrangements by trained and DBS-checked volunteers, and details service levels, risk management, and volunteer processes. It also includes insurance provisions, safeguarding expectations, data handling requirements, and a comprehensive volunteer toolkit (induction, training, application pack templates, role profiles, and agreements).	The content of this document relates to operational delivery: volunteer recruitment, DBS checks, training, procedures, risk assessments and service coordination. These matters sit within officer management and do not require Council debate or adoption as a policy. The Council's decision making role here is to determine whether the Home Library Service exists; officers are responsible for implementing it. This document should therefore be held as an officer managed operational document, not a Council policy.	Maintain as operational document. Not policy.
Services	Library - Stock Management Policy	This policy sets out how library stock is acquired, managed, maintained, rotated, promoted, and withdrawn, following Cornwall Council's stock management framework. It covers acquisition processes via the CUSP consortium, use of online resources, catalogue standards, and the principles governing collections (including equal access, diversity, and specialist collections). It also explains evidence-based stock management using collectionHQ™, guidelines for stock circulation, withdrawal and disposal processes, and expectations for display and promotion within the library.	This is word for word reproduction of the Cornwall Council policy. STC does not need to adopt this. Instead the Council may publish a short "Library Operating Statement" that says: Cornwall Council provides and manages stock in accordance with their Library Resource Development Policy. Saltash Town Council delivers day-to-day frontline library services under Cornwall Council's stock framework. STC's only stock role is limited (e.g., selling withdrawn stock, if agreed). This is also not needed to be adopted by Council. It is a truism of the devolution arrangement and doesn't require discussion or decision from STC as this was all agreed/understood at the point of the library being devolved.	Scrap. Not needed.

Suggested/potential Employee Handbook contents	
To feature only in handbook - no stand alone policy needed	To feature a short summary of or reference to the separate standalone policy
Ethical Conduct	Training & Development
Good Faith and Loyalty	Data Protection
Proof of Identity	Health & Safety Policy
Dress Code / PPE use	Whistleblowing
Timekeeping	Disciplinary/Grievance/Capability Procedure
Adverse Weather / Travel	
Disruption	Equal Opportunities / Equality & Diversity Policy
Rest Breaks	Harassment & Bullying / Dignity at Work
Smoking	Pension Policy
Telephones	IT Policy
Driving	Member-Officer Protocol
Expenses & Allowances	Organisation Structure/Chart
Overtime	Real Living Wage
Purchasing Procedure	
Council Property	
Deliveries & Warranties	
Relationships at Work	
Unauthorised Absence	
Medical Appointments	
Ante-natal/Adoption Appts	
Jury Service / Other Time Off	
Compassionate/Bereavement Leave	
Parental Bereavement Leave	
Time Off for Dependants	
Annual Leave	
Christmas Closure Rules	
Reserve Forces	
Flexible Working	
Maternity Leave	
Adoption Leave	
Paternity Leave	
Parental Leave	
Shared Parental Leave	
KIT Days	
During Maternity/Adoption	
Carers Leave	
Lone Working	
Menopause Policy	
Stress and Wellbeing	
Sickness Absence Procedure	
Reasonable Adjustments - Disability	

Suggested/potential Councillor Induction Pack contents	
To feature only in induction pack - not needed to be replicated elsewhere	To append to the pack
CALC Induction pack commentary	Training & Development Policy
Who to Contact and how	Data Protection Policy
Registering Financial and Other Interests - summary	IT Policy
Code of Conduct - summary	Member-Officer Protocol

Members' Allowances	Standing Orders
Freedom of Information - summary	Financial Regulations
Training - summary	Recent minutes
IT usage - summary	Committee Terms of Reference
Attending your first meeting	Approved budget
The Annual Town Meeting	Calendar of meetings
The Annual Council Meeting	Organisation structure/chart
Roles of members and officers - summary	Code of Conduct
Gifts and Hospitality - summary	Declaration of Acceptance of Office
Useful links (NALC, CALC, ACAS, ICO etc)	Register of Interest
	Statement of Assurance
	Civility and Respect pledge
	NALC Good Councillor Guide
	Planning Guide for Councillors

Documents not provided to CALC - potentially missing

Committee Terms of Reference
Calendar of meetings
Organisation structure/chart
Biodiversity/Sustainability policy
Privacy Notice
Real Living Wage
Civility & Respect Pledge
Health & Safety Policy
Whistleblowing
Harassment & Bullying / Dignity at Work