

To receive the Civility and Respect Pledge for the year 2026/27 and consider any actions.

Report to:

Annual Meeting of Saltash Town Council

Date of Report:

28 April 2026

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Purpose of the report:

To provide Council with an overview of current good governance arrangements and the embedding of the Civility and Respect Pledge (**Appendix A**).

Officer's Recommendations

That the Town Council reviews and reaffirms its ongoing commitment to the Civility and Respect Pledge and agrees measures to further embed the Pledge across Council meetings, policies, and working practices.

Report Summary

Saltash Town Council currently meets all elements of basic good governance as outlined by NALC (**see Appendix B**).

Staff formally adopt the Civility and Respect Pledge annually at the senior management team meetings and respective team meetings, and throughout the year if necessary. In addition, the Town Council formally adopts and reaffirms the Pledge on a quarterly basis at Full Council meetings.

The Civility and Respect Pledge is embedded into Council arrangements through:

- Councillor and employee induction packs
- Code of Conduct training, with mandatory councillor attendance included within Standing Orders
- Regular reflection

Newly elected and co-opted councillors are required to acknowledge the Civility and Respect Pledge alongside:

- Their Declaration of Acceptance of Office
- The Councillor Code of Conduct
- The Statement of Assurance

The Pledge is also referenced within:

- Staff policies
- Complaints handling guidance
- The Town Council's website

To further strengthen and embed the Civility and Respect Pledge within Town Council operations, a number of practical measures are recommended to reinforce expectations and support consistent, respectful conduct.

Many town and parish councils adopt a short, neutral statement read by the Chair at the start of every meeting, or prior to contentious debate. An example statement is:

“The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.”

Chairs play a key role in setting and maintaining standards of behaviour. This can be achieved by:

- Referencing the Civility and Respect Pledge when setting expectations at the start of meetings
- Using neutral reminders during debate where discussions become heated, for example:
“I remind Members of the Town Council's commitment to the Civility and Respect Pledge.”

Further opportunities to enhance visibility and embed the Pledge may include referencing it within meeting agenda footers.

Signature of Officer:

Office Manager / Assistant to the Town Clerk