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## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 25th June 2026 at 6.30 pm

**PRESENT:** Councillors: J Brady, R Bullock (Vice-Chairman), L Mortimore (Chairman), J Peggs, P Samuels and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), J Ville-Lewis (HR Consultant).

**APOLOGIES:** None.

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#### **14/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.**

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were 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.

#### **15/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **16/26/27 DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None received.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

17/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 14 MAY 2026 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

Following a vote (5 in favour, 0 against, 1 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** to amend minute 10/26/27 to appoint South West Councils at cost of £2,372.50 plus VAT to £8,050 plus VAT.

Following a vote (5 in favour, 0 against, 1 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 14 May 2026 were confirmed as a true and correct record.

18/26/27 **TO REVIEW THE PERSONNEL BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;**

The Chair informed Members that there have been various achievements met by the Personnel Committee that require adding to the deliverable sheet.

Following a vote (5 in favour, 0 against, 1 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** that authority be delegated to the Town Clerk to review and update the deliverables accordingly, and that those deliverables which have not yet been achieved be considered in greater detail at a future meeting of the Personnel Committee.

**19/26/27** **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk advised the Committee that expenditure against budget code 6656 – Staff Training was higher than might ordinarily be expected at this stage of the financial year (month two). However, sufficient funds remained available within the overall staffing budget. Members were therefore invited to consider consolidating the three existing staff training budget codes into a single budget heading to simplify budget management and monitoring.

The Town Clerk also recommended removing the designation “P&F” from the staffing cost budget headings, as this reference was no longer required following the transfer of responsibility for these budgets to the Personnel Committee.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Bullock, and **RESOLVED** that the three staff training budget codes be combined into a single budget heading, and that the designation “P&F” be removed from the relevant staffing cost budget headings.

**20/26/27** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**21/26/27** **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

22/26/27

**TO RECEIVE THE DRAFT UPDATED PERSONNEL COMMITTEE TERMS OF REFERENCE AND CONSIDER ANY ACTIONS.**

The Chair introduced the revised draft Terms of Reference for the Personnel Committee for Members' consideration.

Some Members expressed concern that they had not had sufficient opportunity to review the draft Terms of Reference prior to the meeting. In response, the Chair confirmed that the document had been included within the meeting reports pack and had been made available to Members via the Council's website.

As some Members indicated that they had not yet had the opportunity to fully consider the draft document, a suggestion was made to defer consideration of the Terms of Reference until the next meeting of the Personnel Committee, scheduled for October. The Chair advised that the draft had been available for review and emphasised the importance of adopting clear Terms of Reference to support the effective governance of the Council and the work of its officers.

Consequently, the Chair expressed a preference for the matter to be considered at the current meeting.

Councillor Brady then requested that the vote be recorded.

Following a recorded vote (4 in favour, 2 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Peggs and resolved to **RECOMMEND** to approve the Personnel Committees Terms of Reference, to Full Council to be held on 2 July 2026, as attached.

Brady	Against
Bullock	For
Mortimore	For
Peggs	For
P Samuels	Against
Stoyel	For

23/26/27

**TO RECEIVE AND NOTE A REPORT ON THE LOCAL GOVERNMENT PENSION SCHEME.**

It was **RESOLVED** to note.

24/26/27

**TO RECEIVE A REPORT ON THE ARMED FORCES EMPLOYER RECOGNITION SCHEME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed that it was both important and appropriate for Saltash Town Council to support the Armed Forces Employer Recognition Scheme. Members expressed a strong desire to see the principles of the scheme embedded within the Council's HR policies and practices.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to:

1. Delegate authority to the Admin Officer to undertake a detailed review of the requirements for achieving the Armed Forces Employer Recognition Scheme Bronze Award and assess how these align with the Council's HR policies and practices. The Admin Officer should seek professional HR advice where necessary and report back to a future meeting of the Personnel Committee with recommendations to support the Council's application for the Bronze Award;
2. Note that progression to Silver Award status may be considered after a minimum period of 12 months, to delegate to the Town Clerk to further review and develop appropriate HR policies.

25/26/27

**TO REVIEW TEAM COMPLIMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members were pleased to receive further complimentary feedback regarding staff performance and expressed their appreciation for the team's continued professionalism and excellence in delivering services on behalf of the Council.

It was **RESOLVED** to note.

**26/26/27**     **TO NOTE THE APPOINTMENT OF;**

a. The Administration Assistant;

It was **RESOLVED** to note the Administration Assistant commenced employment on 5 January 2026.

b. The Communications and Engagement Officer;

It was **RESOLVED** to note the Administration Communications and Engagement Officer commenced employment on 18 May 2026.

c. The Casual Caretaker.

It was **RESOLVED** to note the Casual Caretaker commenced employment on 27 April 2026.

**27/26/27**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others. Engaging in such conduct may bring the Town Council into disrepute.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

**Please ensure all CONFIDENTIAL papers are returned to the Town Clerk immediately after this meeting.**

**28/26/27**      **TO RECEIVE AND APPROVE THE MINUTES OF THE PRIVATE AND CONFIDENTIAL PERSONNEL COMMITTEE HELD ON 30 OCTOBER 2025 AS A TRUE AND CORRECT RECORD.**

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Private and Confidential Personnel Meeting held on 30 October 2025 were confirmed as a true and correct record.

**29/26/27**      **TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training attended;

It was **RESOLVED** to note.

b. Training requested;

Following a unanimous vote (6 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the Town Clerk's attendance at the SLCC Practitioners' Conference in March 2027 and to delegate authority to the Town Clerk, in consultation with the Chair and Vice Chair of Personnel, to make the necessary booking arrangements. The Town Clerk shall report the final associated cost to the Chair and Vice Chair of Personnel for approval prior to commitment of expenditure. All costs shall be met from Budget Code 6656 – Staff Training and remain within the approved budget provision.

**30/26/27**      **TO RECEIVE AND NOTE AN UPDATE ON PHASE 1 OF THE APPOINTMENT OF SOUTH WEST COUNCILS.**

Due to the private and confidential nature of Agenda Item 18, the associated report is contained within the confidential minutes of the Personnel Committee.

The Personnel Committee expressed its thanks to staff for their constructive engagement throughout the process.

It was **RESOLVED** to note.

**31/26/27 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the private and confidential nature of Agenda Item 19, the associated report and resolution is contained within the confidential minutes of the Personnel Committee.

Councillor Brady left the meeting part way through Agenda Item 19.

The Chair asked the Town Clerk to leave the meeting.

**32/26/27 TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**33/26/27 TO RECEIVE A REPORT FROM THE CHAIRMAN OF THE PERSONNEL COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to the private and confidential nature of Agenda Item 21, the associated report and resolution is contained within the confidential minutes of the Personnel Committee.

The Chair asked the Town Clerk to return to the meeting part way through.

**34/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**35/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Following a unanimous vote (5 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED** that the public and press be re-admitted to the meeting.

**36/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 29 October 2026 at 6.30 pm

Rising at: 7.56 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_