Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year				What we achieved	Completed	Already do
Provide excellent welfare facilities	Health and wellness initiatives. Excellent work-life balance. Provide a safe and healthy work environment. To consider improvement of Guildhall staff restrooms and changing facilities where feasible.	Town Clerk	Chair and Vice Chair	☑	1	2	3		Created a Staff Room. Health and wellbeing initiatives have been implemented, including access to employee healthcare options, to support staff wellbeing and promote a healthy workplace.		
Provide occupational health assessments as required to support staff at work	Various appointments as required. Mental health support. Associated cost to be covered by the Town Council. To provide mental health first aid training for line managers to attend. Provide the opportunity for staff to invest in health insurance	Town Clerk Departmental Managers	Personnel Committee	☑	1	2	3		Occupational health assessments were arranged as required to support employees in the workplace and to ensure compliance with employment legislation and Council policies. Line Managers to receive Mental Health First Aid training to support employee mental health and wellbeing. Mental health support principles have also been embedded within Town Council policies, ensuring a consistent and proactive approach across the organisation. Appointment of WPA.	☑	
Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work	Robust risk assessments. Health surveillance checks if required. Mental health support.	Town Clerk	Personnel Committee	☑	1	2	3		Robust risk assessments are maintained and regularly reviewed across all Council services. A specialist health and safety contractor has also been appointed to undertake a comprehensive review of health and safety arrangements across all Town Council sites.		
To continue to be a good employer and invest in officer growth by supporting relevant professional development	Training and professional development to match the role undertaken In-house mentoring Career progression Fair salary grade	Town Clerk Departmental Managers	Personnel Committee	☑	1	2	3		Saltash Town Council continues to be part of the National Joint Council (NJC) for salaries. Various training available through relevant local authority training providers and wider - managers given delegated authority up to £200 to manage relevant training for their staff. SWC appointed to undertake a review of the Town Council Organisation Structure. Departmental managers provide in-house mentoring as required.		
Real Living Wage Employer	Be an acreddited Living Wage Employer	RFO	Personnel Committee	☑	1	2	3		Saltash Town Council continues to be accredited as a Living Wage Employer, with annual renewal of its accreditation and commitment to the Living Wage scheme.	☑	
Local Government Pension Scheme	To be part of the LGPS	RFO	Personnel Committee	☑	1	2	3		Saltash Town Council continues to participate in the Local Government Pension Scheme (LGPS), providing eligible employees with access to a valuable pension benefit and supporting the Council's commitment to attracting and retaining a high-quality workforce.	☑	
Operate in accordance with our Civility and Respect Pledge	Town Council to sign the annual Civility and Respect Pledge	All Staff	Personnel Committee and wider Town Council	☑	1	2	3		The Town Council has reaffirmed its pledge annually at Full Town Council meetings and through staff meetings, ensuring its importance remains embedded within Council operations, agendas and discussions.	☑	
Provide a Protocol to advise Officers and Members of the appropriate working relations with one another	Create, adopt and adhere to the protocol	All Staff	Personnel Committee and wider Town Council	☑	1	2	3		The Town Council developed and adopted an Officer and Member Protocol and continues to adhere to its principles, with annual reviews undertaken to ensure it remains effective and up to date.	☑	