

Freedom of Information Disclosure Log – May 2022 – December 2022

Saltash Town Council is committed to being open and transparent. As part of our obligations under the Freedom of Information, responses to requests will be published here. This is also known as the disclosure log.

Environmental Information Regulations (EIR) applications will also be included here.

FOI– Information about recruitment.

Request reference number: 2022-05-02

Date of response: May 2022

Summary of request:

A number of questions were asked in respect of a recruitment process.

Response:

1. What date did the Personnel Committee decide the 3 applications for the post of Town Clerk were not suitable for interview?

RESPONSE: 16.02.2022.

2. What was the date the Acting Town Clerk was notified she had been awarded CiLCA?

RESPONSE: Email notification received 28.01.2022, official certificate received 25.04.2023.

3. What date was the Acting Town Clerk interviewed for the post of Town Clerk, and who were the interviewing panel?

RESPONSE: 13.05.22.

All Saltash Town Council Members were invited to attend the first section of the interview. Members of the Personnel Committee only undertook the final stage of the interview process.

4. Were Saltash Town Council advised of the interview date and were the 2 new members of the Personnel Committee made aware of what and why this interview was being progressed?

RESPONSE: All Saltash Town Council Members were invited to attend the first section of the interview held on 13.05.2022. The Personnel Committee has delegated authority to undertake the recruitment of the Town Clerk and make the appointment.

5. Why did the Personnel Committee NOT follow the recruitment process for Senior Staff as directed by the Local Government Act 2001, Recruitment of Heads of Paid Services.

RESPONSE: This information is not held. (There is no Local Government Act 2001 in the United Kingdom covering appointments to Town and Parish Councils.)

6. Why does Councillor Miller, a member of the Personnel Committee answer questions on behalf of said Committee?

RESPONSE: This information is not held.

7. Have the 3 rejected applications for Town Clerk been retained on File by Saltash Town Council as per Saltash Standing Orders?

RESPONSE: Applications are only retained where the individual gives their permission to do so. Two applications have been retained on file.

FILE CLOSED

FOI– Request for information regarding meetings technology.

Request reference number: 2022-09-01

Date of response: September 2022

Summary of request:

1. How do you manage your meetings? Do you use a meeting management software such as a board portal or a software such as Teams, emails etc?
2. If yes, what is the name of the supplier?
3. If yes, what is the contract expiry and contract review date?
4. How many users are on the board portal/management solution, and how much do you spend on this?
5. What is your cost per user?

Response:

1. How do you manage your meetings? Do you use a meeting management software such as a board portal or a software such as Teams, emails etc.?

Meeting management software.

2. If yes, what is the name of the supplier?

Civica.

3. If yes, what is the contract expiry and contract review date?

Contract expiry: 27.11.2023

Contract review date: there is a minimum six month notice period and the contract will be reviewed prior to that date. (Committee date to be confirmed.)

4. How many users are on the board portal/management solution, and how much do you spend on this?

Democratic Service Administrators - Five user licenses

Total annual cost invoiced including VAT:

Year 1: £10,800.00

Year 2: £9510.48

Year 3: As year 2 subject to annual RPI increase.

5. What is your cost per user?

The cost is not invoiced per user licence.

FILE CLOSED

FOI– Information about Tincombe Park and Tincombe Valley.

Request reference number: 2022-09-02

Date of response: September 2022

Summary of request:

The requester was looking for any historical or ownership information regarding Tincombe Park and Tincombe Valley.

Response:

The Town Council does not hold the information requested. The requester was signposted to organisations that may be able to assist.

FILE CLOSED

FOI– Information about the Jubilee Clock in Fore Street.

Request reference number: 2022-09-03

Date of response: October 2022

Summary of request:

Why the clock has one face working and the other stopped.

- 1, Who presented it and why?
- 2, What is the cost of repairing it?
- 3, Is there a problem with spare parts?

Response:

1. Who presented it and why?

Saltash Town Council provided the clock in commemoration of the Golden Jubilee in 2002. It replaced the previous clock (donated by the Townswomen's Guild) which had not worked for many years.

2. What is the cost of repairing it?

This information cannot be supplied at this time due to the contracted maintenance company having a backlog of visits as result of Covid-19.

3. Is there a problem with spare parts?

The model is still advertised for supply but the availability of any spare parts required will not be known until a maintenance visit has been undertaken.

FILE CLOSED

FOI– Proposed Precept 23/24.

Request reference number: 2022-11-01

Date of response: November 2022

Summary of request:

1. What are you going to do in renegotiating the Library agreement with CC?
2. What progress are STC making with regards to getting a long term quality tenant for the Station Building?

Response:

1. What are you going to do in renegotiating the Library agreement with CC?

RESPONSE: The Library Sub Committee have not discussed renegotiating the agreement with Cornwall Council.

2. What progress are STC making with regards to getting a long term quality tenant for the Station Building?

RESPONSE: Please refer to the draft minutes of the Station Property Sub Committee held on 21st November 2022

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