

Agenda No. 15 a (Continued)

Recommendations:

Minute No. 78/18/19



Saltash Town Council

Standing Orders

2018

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1. General Principles

- i. These Standing Orders apply to the meetings and actions of Saltash Town Council, and to its Committees and Sub Committees and supersede as and when required any delegated authorities as required and as may be in place from time to time.
- ii. Nothing within these Standing Orders may be taken as having precedence over relevant legislation and ~~in particular the~~ relevant provisions of the Local Government Act, 1972 Schedule 12, Part IV.
- iii. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- iv. A motion to add to, vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least six (6) councillors to be given to the Proper Officer in accordance with Standing Order 10.
- v. Any variation or amendment to these Standing Orders, including their Appendices, will not come into force until they have been adopted by resolution passed by a two-thirds majority of the full Council, having given one month's notice of the agreed changes.
- vi. A printed copy of these Standing Orders and their Appendices shall be kept by the Proper Officer and shall be available for inspection by any member of the Public and made available on the Council website. An electronic or printed copy of the Standing Orders shall be given to each member of the Council by the Clerk as soon as possible following the member's Declaration of Acceptance of Office, and a printed or electronic copy, as requested, of the Standing Orders and their Appendices be given to all Members by the Clerk on request.
- vii. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- viii. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

2. Meetings generally


- a. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.


- b. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend at that point identified on the agenda for public participation.
- e. The period of time designated for public participation at a meeting in accordance with standing order 2(d) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- f. Subject to standing order 2(e) above, a member of the public shall not speak for more than 3 minutes.
- g. In accordance with standing order 2(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h. Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email enquiries@saltash.gov.uk**
- i. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- l. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in his absence be done by, to or before the Deputy Mayor of the Council.
- m. The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- n. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- o. The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- p. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and voting.
- q. The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors with voting rights
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- r. A councillor (or a non-councillor) with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in the matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- s. No business may be transacted at a meeting unless at least 6 (six) members of the council are present, being one-third of the whole number of members of the council. The Terms of Reference for each standing committee will define its quorum which in no case be less than three (3).
- t. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- u. A meeting shall not exceed a period of 2 ½ hours.

3. Rules of debate at meetings

6

 Admin
NALC MODEL STANDING ORDERS
2018 page 10

 Admin
NALC MODEL STANDING ORDERS
2018 P10 u - legal and statutory
requirement

 Admin
RL

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to standing order 3(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - vi. to amend the motion;
 - vii. to proceed to the next business
 - viii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 3(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

4. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 4(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

5. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council has established Terms of Reference for the governance of its committees which are attached as an appendix to these Standing Orders. They confirm the membership, voting rights and scheme of delegation and may only be varied by resolution of a meeting of full Council.
- e The council may appoint committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next Annual Meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 5(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. shall permit a committee to appoint its own chairman at the first meeting of the committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;

A Admin
Attach an update annually or as required schedule of committee membership, subcommittee membership as appendix AJT/RL

A Admin
To be established/drawn up RL

- vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - ix. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and
 - x. may dissolve a committee.
- f Members of the Town Council shall have the right to attend all Committees, Sub Committees and Working Parties as non voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.
- g Where the press and public are excluded from any part of a meeting of the **Staffing** Committee, members of the council not appointed to serve on the committee will also be excluded from that part of the meeting.


6. Meetings


The following shall be considered as full council meetings

- a. Annual Town Council meeting
- b. Ordinary meetings of the Council
- c. Extra Ordinary meetings of the Council
- d. Mayor Choosing**

a. Annual Meetings

- i. In an election year, the Annual Meeting of the council shall be held on the third Thursday of May, or the first Thursday after the Elections if the date is varied and must in any case take place within 14 days following the day on which the new councillors elected take office.
- ii. In a year which is not an election year, the Annual Meeting of a council shall be held on the first Thursday in May at 7pm.
- iii. The first business conducted at the Annual Meeting of the council shall be the election of the Mayor and Deputy Mayor of the Council.
- iv. The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected.
- v. The Deputy Mayor, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next Annual Meeting of the council.

 Admin
DELETE AS NOW CEREMONIAL


 Admin
procedure to be attached as appendix


- vi. In an election year, if the current Mayor of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.
- vii. In an election year, if the current Mayor of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Mayor of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.
- viii. Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the council, the business of the Annual Meeting shall include:
 - a) In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - b) Confirmation of the accuracy of the minutes of the last meeting of the council;
 - c) Receipt of the minutes of the last meeting of a committee;
 - d) Consideration of the recommendations made by a committee;
 - e) Review of delegation arrangements to committees, subcommittees, staff and other local authorities;
 - f) Review of the terms of reference for committees;
 - g) Appointment of members to existing committees;
 - h) Appointment of any new committees in accordance with standing order 5 above;
 - i) In an election year, to confirm that the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence;
 - j) Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.


b. Ordinary Meetings

- i. Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.

- ii. In addition to the Annual Meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- iii. At Ordinary Full Council Meetings the order of business shall be :
- a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c) Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
 - d) Apologies for absence.
 - e) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
 - f) To hear speakers with the permission of the Council.
 - g) To receive reports from the Mayor, Police **crime figures**, Saltash Gateway CIC, **Cornwall Gateway Community Network Area**, and other bodies or Members at the discretion of the Mayor.
 - h) To consider Written Questions from Members of the Public.
 - i) To read and approve as a correct record the Minutes of Full Council Meetings not yet approved but ready for approval
 - j) To consider Matters Arising from the Minutes not otherwise on the agenda (for report only)**
 - k) To consider Financial Matters.
 - l) To consider Correspondence.
 - m) To receive and note Minutes of Committees of the Council, and of Sub Committees reporting to Full Council, and consider any recommendations therein.
 - n) To consider other matters placed on the agenda
 - o) To consider other matters submitted by motion
 - p) To consider Planning Matters.
 - q) To consider matters of public engagement and communication.
 - r) To note the Dates of the Next Meetings.
 - s) To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.
- c Extraordinary meetings of the council and committees and subcommittees
- i. The Mayor of the Council may convene an extraordinary meeting of the council at any time.

 Admin
Order amended to reflect changes to agenda layout

 Admin
Minor amendments

 Admin
Query delete?

- ii. **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- iii. The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- iv. If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the subcommittee may convene an extraordinary meeting of a committee or a sub-committee.
- v. **At Extra Ordinary Full Council Meetings the order of business shall be :**
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor are absent.
 - c) Apologies for absence.
 - d) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
 - e) To consider the matters specified when the meeting was called.
 - f) To note the Dates of the next meetings
 - g) To move to order that the common Seal of the council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

d. Annual Town Meeting

- i. The Annual Town Meeting shall be held between March 1st and June 1st, at a time fixed by resolution of the full Council.
- ii. At the Annual Town Meeting the order of business shall be :
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c) Prayers, where permitted by Motion of the Meeting and desired by the Mayor/Chairman.
 - d) Apologies for absence.
 - e) To adopt the minutes of the last Annual Town Meeting of electors.

- f) To receive annual reports from the Mayor, Saltash Town Council, Cornwall Council, Police, Saltash Gateway, CIC and representatives of outside partners within the area of Saltash.
- g) To consider questions from members of the public
- h) To note the date of the next Annual Town Meeting with electors.

7. Filming and recording meetings

a. Filming and Recording council meetings

- i. Whilst a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may:
 - a. film, photograph or make an audio recording of a meeting;
 - b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - c. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- ii. Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the council, its committees and sub committees.
- iii. An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the council has resolved to exclude the press and public.

b. Disruptive behavior whilst filming and recording

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
- ii. If person(s) disregard the request of the chairman of the meeting to moderate or improve their behaviour whilst filming or recording, any councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
- iii. If a resolution under standing order 7 b above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- iv. Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.



Admin

This section appears to be adapted from the N A L C model standing orders (ref P 9 item L and M). Would suggest that the model is used and in appropriate formatting to reflect legal requirement.

8. Previous resolutions and Rescission of minutes

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six (6) councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. The Mayor or Chairman of the relevant committee may call an extra ordinary meeting to consider a written notice to rescind a decision of that meeting when in receipt of a notice under standing order 10.
- c. When a motion moved pursuant to standing order 8 (a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

a. Election of Officers

- i. Where two or more persons have been nominated for a position to be filled as an office of the council, election will take place by recorded ballot.
- ii. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

b. Representatives to outside bodies

- i. Where two or more persons have been nominated to serve as a representative to an outside body, election will take place by a show of hands, unless two members of the council request a recorded vote.
- ii. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting to which it is tabled and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b. A written notice of motion received in accordance with these Standing Orders may be referred to any meeting of the Council or its committees or sub committees. The final decision as to where the motion will be considered will be made by the Proper Officer.
- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing order 10 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least eight (8) clear days before the meeting.
- f. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the relevant Committee meeting or the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g. A written notice of motion shall not relate to any matter covered by the Council's complaints, grievance and disciplinary policies.
- h. Subject to standing order 10 (e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

 Admin
Correction

11. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;

- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or xvii. to close a meeting.

12. Management of information (see also standing order 20)

- a. the Council have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which holds paper and electronic form. Such arrangement shall include deciding who have of the personal data and encryption of personal data.
- b. The Council shall have in place, and keep under review, policy for the retention and self-destruction of all information (including personal data) which holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that (e.g. the Limitation Act 1980).
- c. The agenda, papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d. Councillors, staff the Council's contractors and agents shall not disclose confidential information or personal data without legal justification



Admin

This section was previously "Handling confidential or sensitive information". This has been replaced by the NALC model section 11 (P 16) which is highlighted as legal requirement in the model.

13. Minutes

- a. The Minutes of all Committees shall be reported to Full Council to consider any Recommendations and matters arising from them. If a copy has been circulated to each member of the Council not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.
- b. Minutes of Sub Committees will be received and considered by the relevant Committee. Working Groups may keep notes but shall not be required to keep Minutes except by resolution of the full Council.
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11 (a) i above.
- d. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- f. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct and dispensations

General

- a. The Council has adopted a Code of Conduct which complies with current legislation, and which will apply to councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.

(Currently 2012 Cornwall Code of Conduct for City, Community, Parish and Town Councils)


All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b. Members must have particular regard to their obligation to record and leave the room for certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

Members and the Code of Conduct

- a. All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b. All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c. All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- d. Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- e. Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- f. Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's Code of Conduct, a councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- g. Members must record in a Register of Interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £25 or over.
- h. A Member of the Council may, for the purposes of his duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Allegations of breaches of the Code of Conduct

 Admin
Missing word inserted

- i. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded.
- j. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- k. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
- o The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- p References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- q Upon notification by the Standards Committee of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings. **Any complaint received by the Proper Officer or Administration Staff relating to a standing council member submitted by a council member or member of the public in all cases the complainant shall be directed to the Chairman of the Council to resolve or refer to the Monitoring Officer.**
- r

Dispensations

- r The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.
- s This policy shall apply to all meetings of the Council, its committees and subcommittees.
- t No dispensation will be awarded for any meeting where there are no minutes of the proceedings.



Admin

Additional text via email RL 170818

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
 - ii. **convene a meeting of full council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;**
 - iii. facilitate inspection of the minute book by local government electors
 - iv. retain acceptance of office forms from councillors;
 - v. retain a copy of every councillor's register of interests;
 - vi. prepare and make available all agendas and minutes in line with the provisions of these Standing Orders.
 - vii. To act as the exempting officer and respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the council's policies and procedures relating to the same;
 - viii. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - ix. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - x. arrange for legal deeds to be executed; *See also standing order 21 below.*
 - xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xii. refer a planning application received by the council to the Mayor or the Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council or Planning Committee;
 - xiii. manage access to information about the council via the publication scheme; and
 - xiv. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 21 below.
 - xv. **receive and retain copies of byelaws made by other local authorities;**

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer.

17. Financial Regulations

- a The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time. These are attached as Part II of these Standing Orders.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Council's proper practices will be in accordance with the most recent JPAG guidance.

18. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order **12** above.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairman of the Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to Staffing Committee at its next meeting.
- c. The Mayor and Chairman of the Staffing Committee shall conduct a review of the performance and annual appraisal of the work of Proper Officer. The review and appraisal shall be reported in writing and is subject to approval by resolution by Staffing Committee.
- d. Subject to the council's policy regarding the handling of grievance matters, the Proper Officer shall advise the Chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee or its appointed representatives.
- e. Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff and relates to the Mayor or Chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.

A Admin
All amended from Personnel to Staffing

A Admin
Correction of numbering

- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 18(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Proper Officer and the Chairman of the Staffing Committee.

19. Responsibilities to provide information

(See also standing order 20)

- a. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

20. Responsibilities under Data Protection Legislation

(See also standing order 12)

- a. The Council may appoint a Data Protection Officer.
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c. The Council shall have a written policy in place responding to and managing a personal data breach.
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effect and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice (s) is in an easily accessible and available form and kept up-to-date.
- f. The Council shall maintain a written record of the processing activities.

21. Relations with the press/media

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

A Admin
Does this need amendment?

A Admin
Incorrect number referencing corrected

A Admin
Section 19 Requests for information has been updated. New sections 19 Responsibilities to provide information and 20 Responsibilities under Data Protection Legislation added. (Original section 19 deleted)

22. Execution and sealing of legal deeds

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Clerk to the Council, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person.

23. Communicating with Unitary Authority Councillors

- a. An invitation to attend a meeting of the council shall be sent to the ward councillor(s) of the Unitary Authority representing the area of the council, together with the agenda for the meeting and other relevant papers.
- b. Unless the council determines otherwise, a copy of relevant correspondence sent to the Unitary Authority shall be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.
 - iii. issue any order respecting any works which are being carried out by or on behalf of the Council.
 - iv. incur any expenditure on behalf of the council or issue an instruction to incur expenditure.

Adopted FTC 03.05.2018 Minute no. 79/18/19

(Recommended by P&R 10.05.2018 Minute no. 07/18/19)

Minute No. 82/18/19 (a)

Saltash Town Council



Policy/Procedure:

Data Protection – Subject Access Request Policy

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1DRAFT	Approved by	
Date		Date of approval	
Responsible Officer		Minute reference	
Responsible Committee		Review date	

Version History			
Date	Version	Author/Editor	Comments

Review Record				
Date	Type of Review	Date of completion	Summary actions of	Completed by

Data Protection

Subject Access Request Policy

1 Introduction

- 1.1 Saltash Town Council holds personal data (or information) about job applicants, employees, clients, customers, suppliers, business contacts and other individuals for a variety of business purposes.
- 1.2 Under Regulation (EU) 2016/679, General Data Protection Regulation (GDPR), individuals (known as 'data subjects') have a general right to find out whether we hold or process personal data about them, to access that data, and to be given supplementary information. This is known as the right of access, or the right to make a data subject access request. The purpose of the right is to enable the individual to be aware of, and verify, the lawfulness of the processing of personal data that we are undertaking.
- 1.3 The Senior Policy and Data Compliance Monitoring Officer is responsible for ensuring:
 - 1.3.1 that all data subject access requests are dealt with in accordance with the GDPR and other relevant legislation and guidance; and
 - 1.3.2 that all staff have an understanding of the GDPR and other relevant legislation and guidance in relation to data subject access requests and their personal responsibilities in complying with the relevant aspects of the GDPR and other relevant legislation and guidance.
- 1.4 This policy provides guidance for staff members on how data subject access requests should be handled, and is intended for internal use. It is not a privacy policy or statement, and is not to be made routinely available to third parties.
- 1.5 This policy applies to all staff but much of it is aimed primarily at those members of staff who are authorised to handle data subject access requests. These sections are identified by the words '(authorised staff)' appearing in the section title. For other staff members, it provides guidance on:
 - 1.5.1 what to do if you receive a data subject access request (see paragraph 3 below); and
 - 1.5.2 how to decide whether a request for information is a data subject access request (see paragraph 2 below).
- 1.6 Failure to comply with the right of access under the GDPR puts both staff and Saltash Town Council at potentially significant risk, and so Saltash Town Council takes compliance with this policy very seriously. For further information on the consequences of failure to comply, see paragraph 16 below.
- 1.7 We will review and update this policy in accordance with our data protection obligations. It does not form part of any employee's contract of employment and we may amend, update or supplement it from time to time. We will circulate any new or modified policy to staff when it is adopted.
- 1.8 If you have any questions regarding this policy, please contact the Senior Policy and Data Compliance Monitoring Officer.

Once you have read and understood this policy, please confirm you that have done so by signing and returning the attached copy to the Senior Policy and Data Compliance Monitoring Officer.

2 How to recognise a data subject access request (all staff)

2.1 A data subject access request is a request from an individual (or from someone acting with the authority of an individual, ~~eg~~ a parent making a request in relation to information relating to their child):

2.1.1 for confirmation as to whether we process personal data about him or her and, if so

2.1.2 for access to that personal data

2.1.3 and certain other supplementary information

2.2 Such a request will typically be made in writing but may be made orally (eg during a telephone conversation). The request may refer to the GDPR and/or to 'data protection' and/or to 'personal data' but does not need to do so ~~in order to~~ be a valid request. For example, a letter which states 'please provide me with a copy of all the information that you have about me' will be a data subject access request and should be treated as such.

2.3 All data subject access requests should be immediately directed to Senior Policy and Data Compliance Monitoring Officer in accordance with paragraph 3 below.

3 What to do when you receive a data subject access request (all staff)

3.1 If you receive a data subject access request and you are not authorised to handle it, you must immediately take the steps set out in paragraphs 3.3 (request received by email) or 3.4 (request received by letter) There are limited timescales within which we must respond to a request and any delay could result in our failing to meet those timescales, which could lead to enforcement action by the Information Commissioner's Office (ICO) and/or legal action by the affected individual.

3.2 For information on what amounts to a data subject access request, see paragraph 2 above. If you are in any way unsure as to whether a request for information is a data subject access request, please contact the Senior Policy and Data Compliance Monitoring Officer.

3.3 If you receive a data subject access request by email, you must immediately forward the request to the Senior Policy and Data Compliance Monitoring Officer.

3.4 If you receive a data subject access request by letter you must:

3.4.1 scan the letter; send the original to the Senior Policy and Data Compliance Monitoring Officer.

3.5 If you receive a data subject access request orally, you must:

3.5.1 take the name and contact details of the individual;

3.5.2 inform the individual orally that you will notify the Senior Policy and Data Compliance Monitoring Officer that the individual has made an oral

request and that the Senior Policy and Data Compliance Monitoring Officer will contact them in relation to the request;

- 3.5.3 immediately email the Senior Policy and Data Compliance Monitoring Officer and provide the individual's contact details and details of the oral request and the date on which it was received.
- 3.6 You will receive confirmation when the request (or your email concerning an oral request) has been received by the Senior Policy and Data Compliance Monitoring Officer. If you do not receive such confirmation within [two] working days of sending it, you should contact the Senior Policy and Data Compliance Monitoring Officer to confirm safe receipt.
- 3.7 You must not take any other action in relation to the data subject access request unless the Senior Policy and Data Compliance Monitoring Officer has authorised you to do so in advance and in writing.

4 Conditions for responding to a valid request (authorised staff)

- 4.1 Where we process a large quantity of information about an individual, we may need to ask the individual to specify the information or processing activities to which the request relates.
- 4.2 While it is not a requirement under Regulation (EU) 2016/679, GDPR that an individual must make a DSAR in writing, it is helpful for Saltash Town Council if they do so. Individuals should therefore be encouraged to use the Data subject access request form set out in Appendix [insert number].
- 4.3 We will not usually charge a fee for responding to a data subject access request. We may, however, charge a reasonable fee (based on the administrative cost of providing the information) for responding to a request:
 - 4.3.1 that is manifestly unfounded or excessive, eg repetitive; or
 - 4.3.2 for further copies of the same information.

5 Identifying the data subject (authorised staff)

- 5.1 Before responding to a data subject access request, we will take reasonable steps to verify the identity of the person making the request. In the case of current employees, this will usually be straightforward.
- 5.2 We will not retain personal data, eg relating to former employees for the sole purpose of being able to react to potential data subject access requests in the future.
- 5.3 If we have doubts as to the identity of the person making the data subject access request, we may ask for additional information to confirm his or her identity, we will request a copy of the individual's driving licence or passport to enable us to establish his or her identity and signature (which should be compared to the signature on the data subject access request and any signature we already hold for the individual). We also ask for a recent utility bill (or equivalent) to verify the individual's identity and address.

- 5.4 If, having requested additional information, we are still not in a position to identify the data subject, we may refuse to act on a data subject access request (see paragraph 6 below).

6 Refusing to respond to a request (authorised staff)

- 6.1 We may refuse to act on a data subject access request where:
- 6.1.1 even after requesting additional information in accordance with paragraph 5.2, we are not in a position to identify the individual making the data subject access request;
 - 6.1.2 requests from an individual are manifestly unfounded or excessive, eg because of their repetitive character, or, in certain circumstances, where the request relates to large amounts of data;
- 6.2 If we intend to refuse to act on a data subject access request, we will inform the individual, no later than one month after receiving his or her request:
- 6.2.1 of the reason(s) why we are not taking action; and
 - 6.2.2 that they have the right to complain to the ICO and seek a judicial remedy.

7 Time limit for responding to a request (authorised staff)

- 7.1 Once a data subject access request is received, Saltash Town Council must provide the information requested without delay and at the latest within one month of receiving the request. You should therefore make a note of when request was received and when the time limit will end.
- 7.2 If a data subject access request is complex or the data subject has made numerous requests, Saltash Town Council:
- 7.2.1 may extend the period of compliance by a further two months; and
 - 7.2.2 must inform the individual of the extension within one month of the receipt of the request, and explain why the extension is necessary.

8 Information to be provided in response to a request (authorised staff)

- 8.1 The individual is entitled to receive access to the personal data we process about him or her and the following information:
- 8.1.1 the purposes for which we process the data;
 - 8.1.2 the recipients or categories of recipient to whom the personal data has been or will be disclosed, in particular where those recipients are in third countries or international organisations;
 - 8.1.3 where possible, the period for which it is envisaged the personal data will be stored, or, if not possible, the criteria used to determine that period;
 - 8.1.4 the fact that the individual has the right:

- (a) to request that Saltash Town Council rectifies, erases or restricts the processing of his personal data; or
 - (b) to object to its processing;
 - (c) to lodge a complaint with the ICO;
- 8.1.5 where the personal data has not been collected from the individual, any information available regarding the source of the data;
- 8.1.6 any automated decision we have taken about him or her (see paragraph 9 below), together with meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for him or her.
- 8.2 The information referred to in paragraph 8.1 should be provided:
 - 8.2.1 in a way that is concise, transparent, easy to understand and easy to access;
 - 8.2.2 using clear and plain language, with any technical terms, abbreviations or codes explained;
 - 8.2.3 in writing - if the data subject access request was made in writing;
 - 8.2.4 in a commonly-used electronic format, if the data subject access request was made electronically, unless otherwise requested by the individual.
- 9 How to locate information (authorised staff)**
 - 9.1 The personal data we need to provide in response to a data subject access request may be located in several of our electronic and manual filing systems. This is why it is important to identify at the outset the type of information requested so that the search can be focused.
 - 9.2 Depending on the type of information requested, you may need to search all or some of the following:
 - 9.2.1 electronic systems, eg databases, networked and non-networked computers, servers, customer records, human resources system, email data, back up data;
 - 9.2.2 manual filing systems in which personal data are accessible according to specific criteria, eg chronologically ordered sets of manual records containing personal data;
 - 9.2.3 data systems held externally by our data processors
 - 9.2.4 occupational health records held by the Town Clerk in personnel files;
 - 9.2.5 pensions data held by Cornwall Council Pensions;
 - 9.2.6 insurance benefit information held by WPS
 - 9.2.7 data held by Ellis Whittam
 - 9.3 You should search these systems using the individual's name, employee number, customer account number or other personal identifier as a search determinant.

10 What is personal data? (authorised staff)

- 10.1 Once you have carried out the search and gathered the results, you will need to select the information to be supplied in response to the data subject access request. The individual is only entitled to receive information which constitutes his or her personal data.
- 10.2 Personal data is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier, eg their name, identification number, location data or online identifier. It may also include personal data that has been pseudonymised (eg key-coded), depending on how difficult it is to attribute the pseudonym to a particular individual.

11 Requests made by third parties on behalf of the individual (authorised staff)

Occasionally we may receive a request for data subject access by a third party (an 'agent') acting on behalf of an individual. These agents may include parents, guardians, legal representatives and those acting under a power of attorney or other legal authority. The agent must provide sufficient evidence that he or she is authorised to act on behalf of the individual. The Data subject access request form should be used for all such requests.

12 Exemptions to the right of subject access (authorised staff)

- 12.1 In certain circumstances we may be exempt from providing some or all of the personal data requested. These exemptions are described below and should only be applied on a case-by-case basis after a careful consideration of all the facts.
- 12.2 **Crime detection and prevention:** We do not have to disclose any personal data which we are processing for the purposes of preventing or detecting crime; apprehending or prosecuting offenders; or assessing or collecting any tax or duty. This is not an absolute exemption. It only applies to the extent to which the giving of subject access would be likely to prejudice any of these purposes. We are still required to provide as much of the personal data as we able to. For example, if the disclosure of the personal data could alert the individual to the fact that he or she is being investigated for an illegal activity (ie by us or by the police) then we do not have to disclose the data since the disclosure would be likely to prejudice the prevention or detection of crime, or the apprehension or prosecution of offenders.
- 12.3 **Protection of rights of others:** We do not have to disclose personal data to the extent that doing so would involve disclosing information relating to another individual (including information identifying the other individual as the source of information) who can be identified from the information (or that information and any other information that we reasonably believe the data subject is likely to possess or obtain), unless:
- 12.3.1 that other individual has consented to the disclosure of the information to the individual making the request; or

12.3.2 it is reasonable to disclose the information to the individual making the request without the other individual's consent, having regard to:

- (a) the type of information that would be disclosed;
- (b) any duty of confidentiality owed to the other individual;
- (c) any steps taken by the controller with a view to seeking the consent of the other individual;
- (d) whether the other individual is capable of giving consent; and
- (e) any express refusal of consent by the other individual.

12.4 **Confidential references:** We do not have to disclose any confidential references that we have given to third parties for the purpose of actual or prospective:

12.4.1 education, training or employment of the individual;

12.4.2 appointment of the individual to any office; or

12.4.3 provision by the individual of any service

This exemption does not apply to confidential references that we receive from third parties. However, in this situation, granting access to the reference may disclose the personal data of another individual (ie the person giving the reference), which means you must consider the rules regarding disclosure of third-party data set out in paragraph 12 before disclosing the reference.

12.5 **Legal professional privilege:** We do not have to disclose any personal data which are subject to legal professional privilege. There are two types of legal professional privilege:

12.5.1 'Advice privilege' covers confidential communications between Saltash Town Council and our lawyers where the dominant purpose of the communication is the seeking or giving of legal advice;

12.5.2 'Litigation privilege' covers any document which was created with the dominant purpose of being used in actual or anticipated litigation (eg legal proceedings before a court or tribunal). Once a bona fide claim to litigation privilege ends, the documents in the file which were subject to litigation privilege become available if a data subject access request is received.

[If you think the legal professional privilege exemption could apply to the personal data that have been requested, you should refer the matter to the the Town Clerk for further advice.]

12.6 **Management forecasting:** We do not have to disclose any personal data which we process for the purposes of management forecasting or management planning to assist us in the conduct of any business or any other activity. Examples of management forecasting and planning activities include staff relocations, redundancies, succession planning, promotions and demotions. This exemption must be considered on a case-by-case basis and must only be applied to the extent to which disclosing the personal data would be likely to prejudice the conduct of that business or activity.

- 12.7 **Negotiations:** We do not have to disclose any personal data consisting of records of our intentions in relation to any negotiations with the individual where doing so would be likely to prejudice those negotiations. For example, if HR is negotiating with an employee in order to agree the terms of a redundancy package and the employee makes a data subject access request, HR can legitimately withhold giving access to information which would prejudice those redundancy negotiations. The HR department must, however, disclose all other personal data relating to the individual unless those other personal data are also exempt from disclosure.

13 Deleting personal data in the normal course of business (authorised staff)

- 13.1 The information that we are required to supply in response to a data subject access request must be supplied by reference to the data in question at the time the request was received. However, as we have one month in which to respond and we are generally unlikely to respond on the same day as we receive the request, we are allowed to take into account any amendment or deletion made to the personal data between the time the request is received and the time the personal data are supplied if such amendment or deletion would have been made regardless of the receipt of the data subject access request.
- 13.2 We are, therefore, allowed to carry out regular housekeeping activities even if this means that we delete or amend personal data after the receipt of a data subject access request. What we are not allowed to do is amend or delete data because we do not want to supply the data.

~~14 [Checklist (authorised staff)]~~

- ~~14.1 The checklist in Appendix [insert number] is designed to help you ensure that you have addressed all the necessary requirements for the handling of a data subject access request. Please make sure that you have considered and ticked off each of the items listed in Appendix [insert number].~~

15 Consequences of failing to comply with this policy (all staff)

- 15.1 If we fail to comply with a subject access request, or fail to provide access to all the personal data requested, or fail to respond within the one-month time period, we will be in breach of GDPR and other relevant legislation. This may have several consequences:
- 15.2 Saltash Town Council takes compliance with this policy very seriously. If we fail to comply with a subject access request, or fail to provide access to all the personal data requested, or fail to respond within the one-month time period, we will be in breach of GDPR and other relevant legislation. This may have several consequences:
- 15.2.1 it may put at risk the individual(s) whose personal information is being processed;

- 15.2.2 the individual may complain to the ICO and this may lead the ICO to investigate the complaint. If we are found to be in breach, enforcement action could follow, which carries the risk of significant civil and criminal sanctions for Saltash Town Council and, in some circumstances, for the individual responsible for the breach;
- 15.2.3 if an individual has suffered damage, or damage and distress, as a result of our breach of the GDPR or other relevant legislation, he or she may take us to court and claim damages from us; and
- 15.2.4 a court may order us to comply with the subject access request if we are found not to have complied with our obligations under the GDPR and other relevant legislation.
- 15.3 Because of the importance of this policy, an employee's failure to comply with any requirement of it may lead to disciplinary action under our procedures, and this action may result in dismissal for gross misconduct. If a non-employee breaches this policy, they may have their contract terminated with immediate effect.
- 16** Contacts and responsibilities (all staff)
- 16.1** This Policy will be reviewed annually by the Senior Policy and Data Compliance Monitoring Officer.
- 16.2** Any questions regarding this Policy should be addressed to the Senior Policy and Data Compliance Monitoring Officer.

Employee acknowledgment

I have read and understood this policy and agree to abide by its terms.

Signed.....

Print name

Date.....

Minute No. 82/18/19 (b)**Saltash Town Council****DRAFT Data Subject Access Request Form**

Please complete this form if you wish to request access to your personal data. You do not have to use this form, but it will help us to deal with your request as quickly and effectively as possible if you do.

You can also use this form if you are requesting access to personal data on behalf of someone else. In that case, we will need you to confirm you have that person's authority to ask for access to their data.

If you have any questions about this form or your request, please contact *[insert contact details]* to discuss it further.

1 About you

Please provide the following information. If you have an account number or other reference number, please provide it.

Full name	<i>[Details to be inserted here]</i>
Address	<i>[Details to be inserted here]</i>
Contact details	<i>[Details to be inserted here]</i>
[[Customer account number OR Client number OR National Insurance number OR <i>[insert details of other relevant reference number, if any]</i>]]	<i>[Details to be inserted here]</i>

For security reasons, we cannot respond to a request unless we have confirmed your identity. Please provide:

[Insert details of identity information required, eg a certified copy driving licence or passport, plus a utility bill or other proof of address]

2 Whose personal data are you requesting?

Please provide the following information. If you are making this request on behalf of someone else, we will need this information before we can supply you with the data you are asking for.

Are you requesting access to your own personal data?	<input type="checkbox"/> Yes, please go to section 3 below. <input type="checkbox"/> No, please complete the rest of this section of the form.
--	---

- 2.1 If you are not requesting access to your own personal data, please provide the following information about the person on whose behalf you are making this request:

Full name	[Details to be inserted here]
Address	[Details to be inserted here]
Contact details	[Details to be inserted here]
[[Customer account number OR Client number OR National Insurance number OR [insert details of other relevant reference number, if any]]]	[Details to be inserted here]
Age (if under 16)	[Details to be inserted here]

We cannot respond to your request until we also receive satisfactory confirmation of the identity of the person on whose behalf you are making this request. Please provide:

[Insert details of identity information required, eg a certified copy of their driving licence or passport, plus a utility bill or other proof of their address]

- 2.2 Please provide a copy of your legal authority to make this request. This might be a signed letter of authority from the person on whose behalf you are making this request, a power of attorney, or confirmation that you are their legal representative.

3 What data are you requesting?

Your rights to request access to personal data and other information are set out *[insert details, eg in our Privacy policy, available on our website]*. Please describe what personal data and other information you are requesting, in particular if you are asking for specific documents or information.

Description of the personal data and information requested including details of any specific documents or information you asking for (where relevant)	[Details to be inserted here]
---	-------------------------------

Please give as much detail as possible about where the data might be located and any other relevant information. You do not have to provide this information, but doing so will help us to deal with your request as quickly and effectively as possible.

Location of data, eg any particular departments or parts of the organisation you have dealt with (if known)	[Details to be inserted here]
Relevant time periods, eg when we are likely to have obtained your data (if known)	[Details to be inserted here]
Dates of any particular correspondence, meetings or telephone calls (if known)	[Details to be inserted here]
The name(s) of people you have dealt with within our organisation (if known)	[Details to be inserted here]
Any other relevant information you can think of that might help us	[Details to be inserted here]

respond to your request	<i>inserted here</i>
-------------------------	----------------------

4 Signature

Please check the information you have provided and sign below.

Signed	<i>[Signature to be inserted here]</i>
Date	<i>[Date to be inserted here]</i>

Please send this form and the documents we have asked you to provide to: *[insert contact details including postal and email address]*.

If you are making this request by email, we will provide the information to you in an electronic format unless you ask us not to. If you wish to receive your information in a different format, eg hard copy please let us know in the box below.

<i>[Details to be inserted here]</i>

Minute No. 82/18/19 (c)

Saltash Town Council



Policy/Procedure:

Equal Opportunities Policy DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1 DRAFT	Approved by	
Date		Date of approval	
Responsible Officer		Minute reference	
Responsible Committee		Review date	

Version History			
Date	Version	Author/Editor	Comments
		CALC	

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Saltash Town Council**Equal Opportunities Policy****The Policy**

Saltash Town Council's intention is to be an effective Equal Opportunities organisation. This means it will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to employment opportunities, to its services and to all its activities.

As an Employer

All employees are required to treat one another with mutual respect. Actions, behaviour and attitudes should consistently demonstrate respect for the dignity and worth of an individual, irrespective of the position they have within the organisation.

Saltash Town Council is making every effort to create a workplace where individuals are valued, listened to and treated with respect.

Saltash Town Council maintains a work environment that seeks out and values the insight, experience, contribution and full participation of all staff.

Harassment and discrimination in any form is unacceptable behaviour and offenders will be subject to disciplinary action.

As a Service Provider

- Saltash Town Council will strive to ensure that all services provided by, or on behalf of, the Council are made accessible to all individuals and groups equally and without discrimination;
- all service users will be treated with respect. Actions, behaviour and attitudes should consistently demonstrate respect for the dignity and worth of an individual;
- Saltash Town Council will, wherever appropriate, work in partnership with other agencies in the area, including the County and District Councils, voluntary groups and community organisations to promote equal opportunities;
- Saltash Town Council will ensure that all contractors directly supplying goods and services or executing works for, or on behalf of, the Council comply with this Council's stated policy on equal opportunities.

The Policy in Action**As an Employer**

Saltash Town Council aims to achieve the policy by:-

- ensuring its employees are made aware of their rights and responsibilities to each other, the customer and the organisation regarding equal opportunities issues;
- providing a way in which individuals can communicate any concerns via competent named personnel;
- treating any unacceptable behaviour seriously;
- ensuring all Managers realise they have a key role in implementing this policy and are expected to take personal responsibility in ensuring its success;
- providing awareness training for all employees and Councillors, ensuring opportunities to develop relevant competencies are available to implement the policy;
- meeting the commitments and living the aims of being a "Positive about Discrimination" employer.

As a Service Provider

Saltash Town Council aims to achieve its policy by:-

- providing training for all staff in equal opportunities awareness and customer care, emphasising equality of treatment in service delivery;
- ensuring that no member of the public is disadvantaged, or treated less favourably than others, in terms of access to Council services. Where the Council's practice, policy or procedures are found to make access impossible or unreasonably difficult, we will take such steps as are reasonable in the circumstances to change these practices, policies or procedures;
- ensuring that, wherever practical, all public buildings and premises owned or managed by the Council are accessible to all. Where this is impractical in the short-term, we will provide reasonable alternative methods of access so that no member of the public is disadvantaged by physical barriers;
- recognising the importance of communication in attaining equity and quality services which are responsive to the needs of all local people, for example through the provision of information in large print and on audio tape on request;
- complying with all relevant legislation relating to discrimination and equity.

Role of Councillors and Employees

All Councillors and employees are responsible for implementing the Council's Equal Opportunities Policy. It is important that all individuals who are employed by the Council appreciate that they have a responsibility and a role to play in the provision of equal opportunities.

Monitoring of Equal Opportunities

- the Council's Staffing Committee will have responsibility for the implementation and monitoring of the policy as it applies to Saltash Town Council as an employer, involving staff as appropriate in the monitoring process;
- the Council's Policy and Resources Committee will have responsibility for implementing and monitoring the policy as it applies to Saltash Town Council as a service provider, involving local community and voluntary groups in the monitoring process;
- complaints from staff about discrimination or unfair treatment will be dealt with as laid down in the Council's Grievance Procedures;
- complaints from members of the public about discrimination or unfair treatment will be dealt with through the Council's Complaints Procedure.

Minute No. 82/18/19 (d)

Saltash Town Council

**COMPLAINTS FORM**

Contact Details	
Title:	
First Name:	
Surname:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
Email Address:	

Complaint Details	
Please give details of the complaint: (continue on a separate sheet if necessary)	
What do you want us to do to rectify the problem:	
Have you complained about this matter before: (if so, to whom and what was the outcome)	
If yes, when:	
Signature:	
Date:	

Please refer to the Town Council Privacy Policy on the website for details of how your personal data is processed and stored.

Official use only:	
Date received:	
Who is dealing:	
Action log:	

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash PL12 6JX
enquiries@saltash.gov.uk

Minute No. 82/18/19 (e)

Saltash Town Council



Policy/Procedure:

**Customer Feedback Policy:
Suggestions, Comments, Compliments & Complaints**

Date of Adoption:

UNADOPTED

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1 ****DRAFT****	Approved by	
Date		Date of approval	
Responsible Officer	AJT	Minute reference	
Responsible Committee	P&R	Review date	

Version History			
Date	Version	Author/Editor	Comments

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Saltash Town Council**Customer Feedback Policy:
Suggestions, Comments, Compliments and Complaints**

This policy is for complaints and general feedback. It lays out the procedure for dealing with feedback from the public and for handling complaints.

Note: Complaints against an elected councillor are dealt with under the Code of Conduct and have a separate procedure.

Complaints should be addressed to:

The Monitoring Officer,
Cornwall Council,
New County Hall,
Treyew Road,
Truro TR1 3 AY.

Suggestions and Comments

Suggestions and comments may be left on the town council social media sites, emailed or sent the Town Council in writing.

Complaints

The Town Council will aim to address complaints quickly and informally. If the matter is still unresolved a formal complaints procedure may be followed.

Step one

All complaints should be addressed to the Town Clerk in writing and will be acknowledged if an email address has been provided. Complaints will be investigated by the Town Clerk or his nominated officer with an aim to resolve the complaint within 10 working days. Where this is not possible a timescale will be agreed with the complainant.

If the complainant is not happy with the response a request can be made for a further review. This must be sent in writing within one calendar month of receiving the response detailing any reference number, any additional information, the reason for not being satisfied with the response and what can be done to put matters right.

Step two

The complaint will be reviewed by _____ who will not have been involved in the response to the original complaint. The review will ensure that the complaint has been comprehensively and accurately addressed and that the response was appropriate.

A final detailed response will be provided within 20 working days. If this is not possible a timescale will be agreed with the complainant.

Outcome

Where a complaint is upheld and justified, this will be acknowledged with an apology and an explanation of what will be done to resolve the complaint. Measures that have been put in place to ensure a similar occurrence is prevented will also be explained.

Where a complaint cannot be upheld or is not justified this will be explained and further options open to the complainant will be signposted.

The Local Government Ombudsman

Where a complaint remains unresolved to the satisfaction of both parties the Local Government Ombudsman is the final step of the complaints process.

In most cases complaints must go through step one and step two of the complaints process before the Ombudsman will consider it. However, there are exceptions to this and you have the right to contact the Local Government Ombudsman at any time about your complaint. They will advise you whether they are able to investigate.

During their investigation, the Ombudsman will contact the council to ascertain whether appropriate actions have been taken when dealing with the complaint.

Website: www.lgo.org.uk

The Local Government Ombudsman, PO Box 4771, Coventry CV4 0EH

Unreasonably persistent complainants and unreasonable customer behaviour

In a small number of cases people pursue their complaints in a way which can either impede the investigation of their complaint or have a significant impact on the resources of the Town Council. This can happen either while the complaint is being investigated, once the Town Council has finished dealing with it.

In all cases where we feel someone is being unreasonably persistent in complaining, or their behaviour is unacceptable, the unreasonable customer behaviour policy will be referred to _____ which may lead, in the first instance, to the council requesting in writing that behaviour is moderated. Further action may be taken if the unreasonable behaviour persists.

Agenda No. 16 a-b: Sub-Committee Minutes for Approval

DRAFT Library Sub-Committee Minutes 8th August 2018 – Please see website.

DRAFT Library Sub-Committee Minutes 22nd August 2018 – Please see website.

Agenda No. 17 a**Saltash Section 106 Funding Deployment Panel****Application Form****A. Overview****1. Name & Address of Organisation**

Community Enterprises PL12
4 Fore Street, Saltash

2. Title of Project

Property for Saltash Scrapstore to become established

3. Brief Description of Project

To provide a shop unit at 89 Fore Street
To set up a community hub that will actively promote recycling, reuse and creativity by:

- Collecting excess scraps from the business community
- Selling scraps at minimal cost to community groups, schools etc.
- Acting as a venue for craft and repair workshops

4. Total Funding Requested

£5,800

5. Dates/instalments that funding is required

As soon as possible to enable us to take a short term letting for 6 months.

6. Please tick to indicate that the following documents have been enclosed:-

Copy of Accounts (except for public bodies) N/A

Copy of Standing Orders (except for public bodies) N/A

Copy of Insurance for this project (if applicable) N/A

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact

Date

--

C. About the applicant organisation**1. Brief description of aims of the organisation, its status and date**

Community Enterprises PL12 (CIC), founded in 2006

A membership organisation run by volunteers for the benefit of the community to improve facilities and services.

2. Project Contact**Community Enterprises PL12**

Name:	Rosie Waters
Position:	Director, Community Enterprises PL12
Contact tel.	
E-mail:	

3. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project for which you are bidding.

- Setting up and running a community market in 4 Fore Street
- Running an information hub
- Operation of the community's Hopper Bus
- Management of the Belle Vue office building

4. In the event that your organisation ceased to exist, what would happen to its resources and assets?

As per the CIC constitution

D. About the Project**1. Title of the Project**

Property for the launch of Scrapstore

2. Description

To take a short term letting (6 months) of the shop unit at 89 Fore Street to facilitate the activities of Scrapstore as below:-
Every day, local firms discard items such as production off-cuts, surplus stock, unwanted packaging and materials such as card, fabric, plastics or wood that could be reused in creative projects. In conjunction with the Saltash Chamber of Commerce, the retail community and the Saltash Hopper Bus, we intend to collect these excess materials, sort them and put them up for sale at minimal cost to schools, community groups and members of the public.

This will enable the reuse and recycling of materials that would otherwise go to landfill, heighten awareness of environmental issues, and encourage creativity within the town. Craft sessions and repair workshops will further encourage creativity, promote environmental awareness and encourage community cohesion. The workshops and sessions will have the additional benefit of giving local entrepreneurs such as felt-makers, jewellery designers and repair firms the chance to showcase their businesses.

In formulating the concept, we have consulted with Cornwall and Plymouth Scrapstores. The Cornwall Scrapstore has 2 outlets, one outside Camborne and the other in St. Austell. Since opening in 1994, Cornwall Scrapstore has grown its membership from an initial 60 groups to the current level that averages 750 groups and families, representing around 55,000 users per year. The Plymouth Scrapstore set up 22 years ago. Both of these organisations have a wealth of experience that they are willing to share with us.

This application is to cover the costs of taking a shop unit for 6 months to be able to move the project forward and have a presence on Fore Street.

Any and all income generated will be ploughed into the operation of the Scrapstore. In the event that the Saltash Scrapstore ceases to continue after the initial 12-month period, any assets and remaining income will be handed over to the CIC.

We also intend to join Reuseful UK, the nationwide organisation for Scrapstores. Benefits include:-

- Getting information about national suppliers who offer unwanted goods
- Getting involved in Scrap Swaps
- Visibility through the online Scrapstores Directory
- Representation on national negotiations

Please tick to indicate which priorities your project (element) meets, and explain how it meets them

i) Town Centre Regeneration ☒

The occupation of an empty shop unit in the town centre and the generation of footfall from young families.

The Scrapstore will support town centre events such as the May Fair through street decoration and costumes for parades etc.

(Craft items have already been donated to Brunel School to help the children make costumes in the Regatta Parade.)

ii) Generation of Employment Space ☒

The taking of this unit will facilitate early commencement of the project and hence early employment of part-time manager.

iii) Other Community Benefits ☒

- The Scrapstore will be a vibrant reminder to 'reuse and recycle'. The provision of an exterior drinking water tap will encourage people to refill bottles, supporting the campaign to reduce single-use plastics
- Schools, theatre groups and community groups will be able to buy materials at a greatly reduced price, encouraging them to be creative and inventive in making artwork, costumes, theatre staging, jewellery, masks or fancy dress
- There is a growing community of families who choose to home educate their children. The Scrapstore will be a valuable resource for these families
- The overall concept, the craft workshops and repair sessions will generate community cohesion
- Scrapstore will be able to provide materials to help people supporting children with sensory disorders

3. Details of volunteer time involved in project

A part-time manager will be employed to oversee and co-ordinate the project, but many volunteers have already come forward to offer their help and support. This includes:

- Volunteers who have helped shape the concept
- Volunteers who will drive the Hopper Bus
- Volunteers who will sort the material and staff the unit
- Volunteers who will run craft sessions and repair workshops

4. Details of other sources/amounts of funding secured

- Various items have already been donated, including a cash till, fabric and storage containers.
- The CIC allows the Scrapstore project to store collected items at 4 Fore Street until such time as the demand exceeds capacity.

5. Details of other sources/amounts of funding pending

- Funding bids are being submitted to enable the Scrapstore to purchase craft supplies (such as paintbrushes and tulle) to sell on at a discounted price, and products that promote environmental awareness (such as refill bottles, environmentally-friendly paint and bamboo straws).

6. Breakdown of costs

Item	Cost	Source of cost (inc. estimate)
RENT 6 MONTHS @ £250 PER MONTH	£1,500	
RATES 6 MONTHS @ 48p/£1 + RV £13,750	£3,300	
LEGAL COSTS	£1,000	

7. Total costs requested from Section 106 Funding

£5,800

8. If approved, when would the project begin?

As soon as possible

9. When would the project be complete?

It is hoped the project will be long term

10. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid)?

No ongoing maintenance required.

11. Do you require insurance for this project? Yes ☒ No ☐

If yes, please give details:

Public Liability Insurance (as shown in the Breakdown of Costs).

12. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☐ No ☒

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

13. Does the project require work valued at £25,000 or above from any individual supplier? Yes ☐ No ☒

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

14. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage: Yes ☐ No ☒

15. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation

E. Project Management

- Project Manager name:
- Breakdown of Project Management Costs

Item	Cost	Source of cost (inc. estimate)	Included in Section D Estimates?
	NIL		
Total	NIL		

F. Total Costs requested from Section 106 Funding

- Costs from Section D1 £5,800
- Costs from Section D2 £N/A
- Costs from Section E
- TOTAL COSTS** £5,800

Agenda No. 18**Youth work report April to July 2018**

Between April and July 2018 Livewire ran open access sessions on Monday and Thursday evenings for 13 to 21 year olds and on Wednesday evenings for school year six to school year 8. Livewire also ran an open access job club on Wednesday mornings for 17 to 19 year olds not in education, employment or training. In addition since May 2018 Livewire has been running its own mental health project and from the beginning of July Tuesday evening closed access wellbeing sessions have been running.

Number of open access evening youth work sessions during this period: 42; April 7, May 11, June 12, July 12. Plus 13 job club sessions. In addition to these sessions from the beginning of July we have been running a closed access session on Tuesday evening as part of our wellbeing/mental health project, these sessions are for young people who perhaps lack confidence to come along during the open access sessions or maybe have other anxiety issues that prevent them accessing our open access sessions, to help build their confidence/self esteem or deal with social anxieties so that they are able to progress, become more resilient and have their needs met. So far these sessions are proving to be successful and we are witnessing young people thriving already.

During these sessions 246 individual young people have engaged and 176 of them have received additional, individual or group support. Of these young people there is a measurable distance travelled for 94 of them so far.

In May we appointed a mental health co-ordinator for our mental health project and this has already had a huge impact on the youth work we do and the numbers of young people we are able to support, this is evident from the above figures. The two years funding came through Global make some noise and is specifically for the mental health project.

In addition to the once weekly job club during this period there were daytime sessions running most days for one to one and targeted sessions and since May we have also been running a daytime counselling service for young people referred to Livewire from various organisations, including: Saltash.net, Cornwall children in need team and targeted youth support, Cornwall college, T-plus, RIO (real ideas organisation) and Yzup/addaction drug and alcohol support, Saltash health centre, Port view surgery and Job centre plus.

These daytime sessions since April 2018 to date have benefitted 38 individual young people 19 of them already reported in the previous report and 14 are through our daytime counselling service and these are in addition to the aforementioned 148.

The BBO (building better opportunities) work finished at the end of term and the young people we worked with had taken their exams; the work was a success as they all sat their exams and have plans for further education starting in September.

From September there will be additional counsellors giving us a 5 day a week service for daytime counselling and we will also be working with younger children referred through the primary schools for an afterschool group once a week.

Match funding secured so far is as follows:

£5,000 from Cornwall Community foundation £3,000 of which is for activities and £2,000 for youth work.

£2,500 donation from Plymouth Ukulele players for youth work

£1,000 donation from a parent for youth work

£39,000 from global make some noise for our own mental health project £10,000 of which is for youth work to support the project.

All of the above reported in our last report the following is in addition.

£20,500 for the Tuesday evening wellbeing project £10,000 of which is for youth work to support the project.

YOUTH WORK IN SALTASH - 2018		
@JUNKYARDSKATEPARK C.I.C		
REPORT THIRD QUARTER :	01/06/2018	01/09/2018
OUTPUTS/OUTCOMES:		
NO OF OUT REACH SESSIONS RAN: = 2		
NO OF DETACHED SESSIONS := (DETACHED WORK RAN DOWN SALTMILL PLEASE SEE FULL REPORT FOR OUTCOME)		
NO OF OPEN ACCESS		
SESSIONS RAN: =38 OPEN ACCESS SESSIONS RAN OPEN FOR 2 HRS EACH SESSION(THESE ARE CLASSED AS JY YOUTH OPEN ACCESS NIGHTS FOR 11-19YRS		
NO OF SINGLE ISSUE		
PROGRAMMES RAN: ACTIONED:- WE HAVE BEEN LOOKING AT PEER PRESSURES, DISCUSSING IN GROUPS ABOUT HOW THE WORD NO CAN BE USED AND HOW YOU DON'T NEED TO FEEL PRESSURED INTO DOING ANYTHING YOU DON'T WANT TO, WE HAVE DISCUSSED ISSUES AROUND PEER PRESSURES WHEN IT COMES TO DRUG AND ALCOHOL MAINLY AND ALSO HAD SOME GROUP DISCUSSIONS ABOUT RESPECTING THE OTHER SEX.		
NO OF YOUNG PEOPLE		
ENGAGED WITH: = OPEN ACCESS YOUTH NIGHTS WE HAVE BEING ENGAGING WITH AROUND 30 YOUNG PEOPLE ON BOTH YOUTH OPEN ACCESS EVENINGS, HOWEVER JULY AND AUGUST HAVE BEEN QUITE AT JY SO WE HAVE BEEN GOING DOWN TO SALTMILL SKATEPARK TO SEE OUR YOUNG PEOPLE AND CHECK HOW THERE DOING		
NO OF YOUNG PEOPLE		
HELPED INTO OR BACK INTO		
EDUCATION, TRAINING OR		
WORK		
WE HAD 3 WORK EXPERIENCE COME TO JY THIS YEAR, IT WAS GREAT TO SEE THESE YOUNG INDIVIDUALS GROW THROUGHOUT THE WEEK, THEY ALL WORKED REALLY HARD, THEY DID TASKS AT JY AND WE ALSO TOOK THEM TO SALTMILL WERE THEY PAINTED OVER SOME GRAFFITI SOMEONE HAD DONE, WHICH REALLY MADE THEM MAD THAT SOMEONE WOULD VANDALISE THE AREA LIKE THAT, WAS REALLY AWESOME TO HEAR HOW SUPPORTIVE THEY WERE.		

NO OF YOUNG PEOPLE WITH MEASURABLE DISTANCE
NO OF YOUNG PEOPLE:- ONE YOUNG INDIVIDUAL HAS COME ON MASSIVELY JOINING IN WITH GROUP CHATS AND SPEAKING OUT, GIVING HIS VIEWS AND OPINIONS, THIS PERSON FEELS THEY ARE PRESSURED WITH TODAYS SOCIETY THROUGH SOCIAL MEDIA, AND HAVING TO LIVE UP TO EXPECTATIONS.
REFERRED TO YOUTH WORKERS FROM OTHER ORGANISATIONS EG: SCHOOLS/COLLEGE/POLICE ETC...) = WE ARE GETTING TOGETHER WITH MATT OAKES FROM SALTASH.NET IN SEPTEMBER TO DISCUSS A FEW IDEAS HE HAS ABOUT SUPPORTING THE STUDENTS AT SALTASH.NET, ALSO WE REALLY WANT TO TRY AND PUSH TO GET FUNDING TO PUT ON A JUNIOR NIGHT WERE THEY TOO ONLY HAVE TO PAY A £1 TO COME TO JY .
NUMBER OF VOLUNTEER
SUPPORT WORKER HOURS =30 VOLUNTEER HRS UPTO DATE

MATCH FUNDING SECURED SO FAR FROM PREVIOUS REPORT WAS
 TOTTALLING = £3,540, AVERAGE YOUNG PEOPLE CONTRIBUTION
 =£4,875 AVERAGE TUCKSHOP CONTRIBUTION =£2437.50, ENRICHMENT
 WEEK =£1700, PLUS MAYFAIR PROFIT =£57.65

TOTAL MATCH FUNDING UPTO DATE = £10,910.15

FORECAST FUNDING FOR SEPTEMEBR: YAPP, NORMAN FAMILY,
 SALTMILL JAM, CO-OP YOUTH FUND, AWARDS FOR ALL ROLL ON
 FUNDING 10K

OUTREACH REPORT: WE HAD ENRICHMENT WEEK WITH 26
 STUDENTS FOR THE WEEK, WE HAD LOTS OF ACTIVITIES AT JY
 GOING ON AND WE HAD 3 TRIPS WE TOOK THEM ON, PRIME
 SKATEPARK, MOUNTHAWKE SKATEPARK AND CENTRAL PARK, WE
 HAD A FAB WEEK AND WE HAD LOTS OF NEW FACES THAT NOW
 SAID THEY WILL BE COMING TO JY YOUTH NIGHTS IN THE NEW
 TERM, WE ALSO HAD JY MOBILE RAMP SET UP AT JY FOR UNDER 16
 TO HAVE A SESSION ON, THEY REALLY WANT US TO DO A JUNIOR
 YOUTH NIGHT SO WE WILL BE LOOKING INTO THIS

DETACHED REPORT:

AGAIN DETACHED WORK IS MAINLY FOCUSED ON SALTMILL. THE FEED BACK WE GET IS SOME YOUNG PEOPLE DON'T WANT TO BE CONFINED TO AN INDOOR SPACE. SO WE HAVE DISCUSSED LOOKING INTO HOW WE CAN APPROACH THIS FOR 2019, WE WILL HAVE DISCUSSIONS WITH GROUND WORK SOUTH AT THE NEXT STEERING GROUP AND THE CORNWALL COUNCIL.

OPEN ACCESS REPORT:

WE STILL CONTINUE RUN 2X YOUTH NIGHTS PER WEEK, THESE NIGHTS ARE FOR YOUNG PEOPLE TO HANG OUT HAVE A SAFE AND FRIENDLY PLACE TO COME TO WHICH THEY CAN FEEL IS THERE HOME FROM HOME, WE ARE STILL WAITING TO HEAR BACK FROM FUNDING BIDS FOR THE CHILL OUT SPACE AND WE HAVE AN ARTIST WHO WE ARE HOPING TO WORK WITH ONCE WE GET THE FUNDING BID, WE ALSO HAVE YOUTHWORKERS AND A JNC ONBOARD DELIVERY SINGLE ISSUES AND GENERALLY JUST BEING A LISTENING EAR, WE CONTINUE TO SUPPORT OUR YOUNGER VOLUNTEERS GIVING THEM SPACE TO WORK WITH THE YOUNGER YOUTHS

WE HAVE A SMALL TUCK SHOP AREA WHICH THEY LOVE TO HANG AROUND BY.

WE STILL CONTINUE TO DISCUSS SINGLE ISSUES AT OPEN ACCESS NIGHTS WHICH THESE LAST FEW MONTHS HAVE BEEN ABOUT PEER PRESSURES.

EVENTS:

WE HAVE COMING UP THE STYC YOUTH AWARDS AND A WE ARE HAVING AN EXTREME SPORTS COMP AT SALTMILL IN SEPTEMBER JOINING UP WITH THE CORE AND THE LIONS TO DELIVER MISSION YOUTH, WHERE ALL YOUTH ORGANISATIONS GET TOGETHER TO DELIVER A FUN FILLED DAY FOR THE COMMUNITY AND GIVE THEM AN IDEA OF WHAT YOUTH PROJECTS ARE OUT THERE

REWARD SCHEME:-

POLICE:-

WE HAVE SPOKEN TO THE POLICE AND MADE THEM AWARE OF THE VANDALISM HAPPENING DOWN AT SALTMILL, THEY FULLY SUPPORT WHAT WE DO, HOW EVER THEY ARE SUPER STRETCHED BUT WILL SUPPORT WHERE NEEDED, AGAIN WE ARE STILL HOPING FOR 2019 TO GET CCTV DOWN AT SALTMILL TO MAKE YOUNG PEOPLE FEEL MORE SAFE ETC.....



Case Study

Re: Young Male. Aged 18 Years Old. (Will be referred to throughout as YM).

YM has been attending Junkyard Skatepark as a member for approximately 3 years with his attendance at times Sporadic due to his engagement in some less than desirable behaviours.

YM is from a stable Christian family however, he does appear to believe that his parents are strict which at times informs a little of his rebellious nature making him a little easy to persuade and convince to do things that maybe he shouldn't be doing. YM is also known to have a medical condition which at times effects his behaviour and he also struggles academically at school requiring a level of extra support. He has low self-esteem and self-worth believing that he is a failure largely stemming from his academic struggles at School. He requires a lot of input from staff in relation to resilience and self-belief and we at Junkyard are always reminding him of his value and his strengths.

When in attendance at Junkyard as a member YM's behaviour has, at times, been challenging in terms of his desire to engage in behaviours that are unacceptable yet bring with them an element of respect and acknowledgement from his peers. What we know is that YM is exceptionally easily led and encouraged to behave in a manner which may be deemed as anti-social and dangerous including; joy riding, anti-social behaviour around the town of Saltash and experimental drug taking which for us as staff has caused a lot of concern and required us to ensure that we have a higher level of engagement and relationship with YM.

In terms of our work with YM we have had to ensure his safety at all times thus have been required to build a trusting and honest relationship with him whereby we can communicate honestly with him regarding risk taking behaviours and consequences. Through our approach as youth workers we have been able to engage with YM on a level which has its basis in respect and understanding. We know how important 'street cred' is and how much YM wants to be part of the 'in crowd'. We understand that for him to feel that he belongs he believed that he must engage in certain behaviours, even though, he does not actually enjoy being a part of these types of risks.

We have, over the past 12 months, worked with YM both as part of the wider Junkyard Community yet also on a one to one basis, offering him space and time to talk. Talk about his concerns, his worries, his understanding of his friendships, the risks he is taking as well as his future, what he wants from his life and where we at Junkyard can support him.

We massively turned a corner during and in the run up to Enrichment Week.

YM requested to attend Junkyard during Enrichment Week on Work Experience. We spoke with YM excessively about what this would mean and entail particularly in regard to; time keeping, being reliable and most importantly a role model for the week to our younger members and students from Saltash.Net. For YM this was a huge opportunity to be respected, acknowledged and looked up to for being positive, making good choices and sharing his skills and knowledge regarding the sport, particularly scootering.

YM absolutely excelled himself throughout Enrichment Week. He was reliable, respectful and diligent, He ensured the safety of the group and shared his skill offering coaching throughout the week. We had 6 Work Experience young people throughout Enrichment Week and YM stood out heads and shoulders above them. We saw a real shift during that week whilst YM realised his potential and how influential he could be through making positive choices and believing in himself and his skill.

At the end of the week we received a touching message from YM thanking us for the opportunity during Enrichment week and also for our ongoing support of him and our belief in his abilities and worth.

YM is desperate to make something of himself and we at Junkyard know that he is capable. Currently his plan is to continue to College which will no doubt bring its challenges for YM however, he is safe in the knowledge that at Junkyard he will always find a kind and listening ear to talk through his worries and concerns and we will continue to support him wherever we can.

The Junkyard Team.

The Core Youth Project
Interim report to Saltash Town Council – August 2017

What the money has been spent on and what has been delivered.

The money that Saltash Town Council awarded The Core Youth Project continues to employ our Youth Work coordinator who manages and develops the youth provision both at the centre and through outreach work in the town. This has enabled the team to continue to offer the following youth work sessions, whilst also developing the work with Saltash.net and links with the community;

- ☐ We run four open access youth work sessions per week;
Junior club for 11-14 year olds every Thursday evening 7-9pm
Senior club for 14-18 year olds every Monday evening 7-9pm
Two after school drop in sessions per week on Monday's and Thursday 3-5pm.
In addition to the café being open exclusively for young people during these sessions we also offer a Tic Tac drop-in service as an extension to the work we deliver in school.
- ☐ We provide a LGBT+ group weekly where young people are able to meet and share experiences.
- ☐ Run the Tic Tac service at Saltash.net two lunchtimes per week.
- ☐ We offer volunteering opportunities to young people and involve them in the day-to-day running of the project. We have a thriving youth committee which meet fortnightly. The young people also get involved in events within the town such a May Fayre, Kalan Gwav and Mission Youth.
- ☐ We provide young people most in need with 1:1 support and guidance and link with other agencies. We attend the intervention panel meetings at Saltash.net working with the most vulnerable young people and deciding on the most appropriate interventions for them. This term the youth work coordinator will also be offering a weekly morning drop-in session within the school to support young people experiencing difficult personal issues.

In addition to our weekly sessions we have been trialing a new project called 'Grub Club' which encourages young people to cook and eat together. This has been an extremely successful project and we have identified young people who are most in need to attend and they have benefited hugely from the experience.

During the summer holidays we received funding to continue this work through the 'Filling the Holiday Gap' project. To continue to provide free food for young people in receipt of free school meals. We provided 60 free packed lunches and ran 3 cooking workshops this summer, which were extremely successful.

As a result of receiving the funding again this year we have been able to develop on our existing services and offer over 20 hours of direct youth work sessions/1:1 work each week, the majority of which is open access.

Match funding

We have attracted funding from a variety of different avenues this year and much of it due to being able to match fund it with the Town Council funding which is of huge benefit to us.

Grants

Youth Social Action Fund - £4940

Sport England - £8900

Cornwall Council Community Chest - £920

Saltash Town Youth Council – £500

Howton Solar Farm - £3000

Filling the holiday gap - £1210

In house funding

Weekly subscriptions for youth club, boxing and climbing – Approx. £4500

Hall hire – Approx. £18,000 per year. Whilst this money is essentially raised to pay for the general running costs and other staffing costs, it does show that we are bringing in revenue to help keep the centre open.

Outcomes and outputs achieved

Number of open access sessions delivered since September 2016 = 312

Number of single issue programmes run = 15 (we generally chose one topic a month to focus on in the two open access groups e.g. body image, healthy eating, volunteering and citizenship)

Number of young people engaged (over 3 hours of engagement) = 240

Number of young people receiving individual support = 140

Through the work at Tic Tac at the school we see approx. 6 young people per week to offer 1:1 support and guidance.

Number receiving group support = 82. To include providing group work sessions at Saltash.net, as part of their PE refuser group, LGBT+ group and small group work within sessions.

Number of young people helped back in to employment, training or work = 10 (the majority of our work is with under 16's)

Number of young people reported to feel more confident about their future = 70

Number of young people referred to youth workers from other agencies = 25

Number of youth volunteer hours worked (e.g. youth committee, Christmas lantern parade, climbing club and the Cafe) = Over 500

Projects

We run Tic Tac @ The Core alongside opening our café exclusively for young people two afternoons per week. This was in response to the overwhelming need for advice and information at the schools Tic Tac drop-in's and realising that we needed to provide extended services for those young people most in need. We run these sessions in partnership with Young People Cornwall's IAG worker enabling us to provide a wider range of expertise.

In addition to the support the youth workers are able to offer we have a counselor, from Kooth, who is based at The Core once a week. This is a positive development, which we have been working towards for some time and has greatly added to the wrap around service, which we can now offer young people. This autumn in addition to this, we will be having a support worker from Headstart Kernow providing 1:1 sessions weekly at the centre.

We offer two Tic Tac sessions at Saltash.net per week and these have been well received with an average of three young people dropping in each lunchtime for a range of support. Our youth worker is able to offer pregnancy testing, chlamydia tests, C-card services in addition to signposting to a range of support services.

The lead youth worker has developed the link with the school a great deal this year and this is evident in the increase in the number of individuals we have supported. Through the work we deliver at Tic Tac we have become involved with some of the most vulnerable young people locally, and have been working more closely with the schools safeguarding team and senior staff to ensure they are safe and supported. We attend the fortnightly intervention panel meetings at the school where the most vulnerable young people are discussed and an appropriate intervention plan is decided. Working with the school in this way has meant that we are better placed to support those individuals who are most at risk. This term we will also be offering a weekly morning drop in for young people identified by their tutors, as needing extra support.

The Youth Committee continues to be a huge success, consisting of 10 young people who meet fortnightly to discuss future events and ensure young people's voices are heard. They are learning a great deal of skills through this group such as confidence, public speaking, marketing, budgeting and working as a team.

This provides the young people with valuable experience and helps them to grow in confidence and try new things. We link with Saltash Town Youth Council and encourage the young people to get involved in whole town events and decisions. They are supporting the Mission Youth event this year again.

Our generic open access sessions continue to grow, in particular our junior club, which has tripled in membership this summer term. Thanks to funding from Sport England we have been able to employ 2 sports coaches who offer boxing sessions and organize sporting activities. This has been extremely successful with the younger group and helps to focus their energy into a positive activity. We will be offering this to both the juniors and seniors this term as we feel strongly that physical activity is vital to strong and

healthy bodies and minds.

Our senior session continues to support some of our most vulnerable members and has seen an increase in support for the LGBTQ+ community. We have also seen an increase from this group in accessing 1:1 support from the youth workers. They have developed strong and trusting relationships with the staff and feel able to talk about issues that are affecting them. Some examples of this work are highlighted in the section below. This is where we were able to identify young people for our 'Grub Club' sessions and it was fantastic to see just how much they enjoyed the project.

Examples of issues dealt with and joint working with outside agencies

A vast majority of the young people who attend have experienced difficulties at school, have chaotic and sometimes unsafe home lives, are young carers, suffer with mental health problems, such as anxiety, low mood or self harm, are transgender or questioning their sexuality, have experienced bullying, are looked after children, suffer with autism/asperger syndrome or have a disability (learning or physical) or are just finding the transition from childhood to adulthood difficult and need some support.

As a result of accessing our open access sessions the young people have built strong relationships with the youth workers and this trust enables to talk about their life experiences and access the support they need.

We work with a great deal of young people who have been through traumatic events in their lives and are experiencing a complexity of problems, by providing them with a safe space to come and access to professionally trained youth workers they have begun to increase in confidence and develop as individuals.

Our 1:1 youth work has expanded recently and we are now supporting many more young people who are dealing with significantly difficult and traumatic events in their lives. Our support services are now extensive and with the partnership work with Young People Cornwall, we are able to offer housing and benefits support in addition to the personal and sexual health support. We work closely with the Targeted Youth Workers who identify young people needing additional support and family work. In some cases it has been identified that we are better placed to support these young people due to them having built up trust with the youth workers at The Core. Presently we are offering more intensive support to some young people who have, for various reasons, have been referred to Social Care for further support to the family.

To show the type of intervention we provide this is a case study of one of the young people we have supported.

We first met Lily in 2016 and for a good 6 months she hardly spoke to any of the staff and was extremely shy and nervous. She had a few friends who had encouraged her to come along to the senior youth night and she was a regular attender.

Once she felt comfortable enough and more familiar with the staff she then chose to disclose what was happening at home.

Social Care had been involved with Lily's family in the past and she had experienced a chaotic and traumatic family life.

What we felt was such a privilege as youth workers was that she had chosen to disclose to us and felt able to trust us and ask for our help.

This is where open access generic youth work is at its best, as the young people have voluntary engagement, nothing is asked of them and they develop trust and positive relationships with adults outside of home and school. They chose when the time is right for them to ask for help rather than the power and choice being taken away from them. Once the trust is there then us, as youth workers, are much more likely to be able to support the young person and understand what their lived experiences are.

For Lily she was experiencing a violent older sister who terrorised the whole household, which included her mum, herself another older sister. Her mum has severe mental health problems and will regularly refuse to take her medication. She is also a drug addict and the home has become a meeting place for local drug dealers to meet. Lily and her sister both have locks on their bedroom doors and are regularly unable to access the kitchen to make food or use the living room to watch TV as there are often strangers coming in and out of the house. Her father lives locally but cannot house them for reasons unbeknown to us but does support them and is the only parent to attend meetings with Social Care and the school.

They have a social worker but due to them not wanting to be placed in foster care and the fact that they are now 18 and 16 they will not be removed from the family home.

Lily has made The Core her safe haven and has said that if it hadn't been for this centre she does not know where she would go when things get tough at home. We have done a great deal of work with Lily and attended 'Team around the Child' meetings with Social Care, meetings at school with the pastoral team and Dad, made emergency calls to the MARU (Multi agency referral unit) out of hours when things have reached crisis point, provided counselling through Kooth at the centre for Lily, given her and her sister food parcels that they can eat in their room and most importantly provided them both (but particularly Lily) with a safe place to go and adults who will listen and support them.

Lily is a different person than the one we met 2 years ago and even though she still struggles with social anxiety and low mood she is now a valued member of our Youth Committee. She volunteers at all our fundraising events including events within the town; she is a volunteer helper at our junior youth night and now confidently runs the tuck shop! She has become a real asset to the centre and it is heart warming to see she has grown in confidence and self worth. She is starting a college course in September and will soon be moving in with her dad, giving her the new start she deserves.

One of the most significant partnerships which has strengthened this year has been with Saltash.net. Having increased the Tic Tac support to two lunchtimes per week we are now working with even more young people at the school. The involvement in the intervention panel has meant that we now have access to information about young people who we are working with outside school, therefore enabling us to better support them and be made aware of the issues they may be facing. The police also attend these meetings which means that we also have a good link with them around anti-social behavior and those families most at risk.

We are now part of the Safer Saltash Scheme and have recently been granted funding from The Police and Crime Commissioners small grants fund to set up a 'Friday night Project' where we will look at targeting those young people who are most difficult to reach through outreach work and centre based work.

The school are recognising the work we do and are now using us as a referral point for those young people who need that bit of extra support and confidence building, or who need to increase their social life by joining the club and getting involved in all we have to offer. By finding a place they feel safe and respected young people will flourish and develop. We have seen this happen with many of the young people who access the centre, and it is fantastic to see their confidence and self esteem grow and see them get involved in their community and gain accreditation and achievements.

Our work with young people experiencing gender identity issues has increased at the centre and we are currently working with The Intercom Trust, who works with the LGBTQ+ community and support young people in their transitioning journey. One of the young people has said that coming to The Core is like his 'second home' and is a place where he can just be himself. We are able to arrange appointments for young people with a worker from the Intercom Trust so they have a safe space to come and talk about their journey. We have identified the link between gender identity and self-harming and it is a significant issue which needs addressing, which makes this link with support networks even more essential. One young person has recently been supported in making a referral to The Tavistock Clinic and their gender identity clinic. We are working with the Intercom Trust to look at setting up a LGBTQ+ group at The Core due to the increased demand for support.

Our successful partnership working has meant that we are able to offer more opportunities and activities for the young people we work with. At present we are working closely with various partners such as;

Targeted Youth Team

Young People Cornwall – With a variety of their projects such as; the Participation Worker, Community Development and IAG worker.

Headstart Kernow

Cornwall College

Saltash.net

Tic Tac/Saltash Health Centre

Saltash Town Youth Council

Saltash Town Council |

Saltash Team for Youth

ASB and Community Safety Officers

Do Cornwall (Outdoor education and climbing instructors)

Police

Social Care

Education

Kooth counselling service

It is hoped through the funding we are receiving from Saltash Town Council we can continue to provide and develop a professional and innovative service to the young people of Saltash and the surrounding villages.