

Town Clerk C W Drake
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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 21 NOVEMBER 2023 at 7.00pm in the Town Hall

- PRESENT** Cllrs Bailey (Mayor), Gilbert (Deputy Mayor), Bullen, Conway, Gordon, Green, Harris, Heaton, Hogan, Lankston, Nancarrow, Penhale, Soanes Tremain and Young
In attendance:
Christopher Drake (Town Clerk)
2 x public
1 x press
- *Prayers were read by Reverend Clancy***
- 2311/20 Apologies for absence**
Apologies for absence were received from Councillor O'Brien and Cornwall Cllr Paynter
- 2311/21 Declarations of Interest**
There were no declarations of interest
- 2311/22 Public Representation Session**
There were no public questions
- 2311/23 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes previously circulated;
(i) Minutes of the Meeting of Full Council held on Tuesday 17 October 2023 at 7.00pm
- 2311/24 To receive and adopt the minutes of committees and sub-committees, previously circulated**
It was **resolved** to receive and adopt the minutes of the following committees and sub committees:
(i) Staffing Committee held on Tuesday 24 October 2023 at 11.00am
(ii) Planning and Economic Development held on Thursday 2 November 2023 at 7.00pm
(iii) Library, Arts, Business and Information held on Tuesday 7 November 2023 at 7.00pm
- 2311/25 Reports from Cornwall Councillors**
Cornwall Councillor Conway stated that the increase in car parking charges had seen a fall of usage in Launceston and he was working on ways in which to alter this. Cllr Conway spoke about the Mid Cornwall Metro and the plan to improve the rail network but advised that budgets were very tight. Cllr Conway concluded by stating that there was an overspend at Cornwall Council but this was mainly due to increases in salary costs and interest rates
- Cllr Tremain** spoke about comments regarding EU Funding replacement monies and asked if this will affect the town. **Cllr Conway** stated that approved projects are being financed

from budgets where the funding is already in receipt and work was ongoing looking at replacement funding for the Shared Prosperity Fund from March 2025

Cllr Soanes asked if Cornwall Council were attempting to sell off any assets including Newquay airport. **Cllr Conway** said that Cornwall Council were looking for partners in regards to Newquay airport, that the Gateway Centre tenants were negotiating with Cornwall Council and that there was no decision on what will happen to the current library site at Bounsalls Lane or regarding the Exeter Street site

Cllr Heaton stated that car park charges were too high for some residents but that bus services in the outlying villages were not at a suitable level. **Cllr Conway** advised that he was not aware of any changes to bus services

2311/26

Reports and Questions from Town Councillors

Cllr Heaton provided an update from the PPG and how it was recruiting new members. Launceston medical centre is trialling a new triage system, a new system for patients with hearing difficulties and working on a system for digital prescriptions. The social prescriber is now working full time and working with the library and other organisations and thanks to support from Cllr Conway, the new medical hub in Exeter Street has been assigned disabled parking bays

Cllr Gordon gave an update on a meeting with OkeRail where he advised of Launceston's interest in working to get a rail link for the town. An engineer feasibility study is required and Cllr Conway has agreed to cover the £400 cost from his local councillor grant fund. OkeRail have been invited to give a presentation at the December meeting of Council

Cllr Harris advised that the Street Pastors organisation had recently celebrated its 10th Anniversary

2311/27

Report from the Town Mayor and Deputy Mayor

The Mayor provided an update on the Mayoral and Deputy Mayor's activities

2311/28

Report from the Town Clerk

Members considered Report 12/23 concerning the above (previously circulated)

It was **resolved** that;

- i) the update regarding the new skatepark project be noted
- ii) it be noted that the agreement has been signed for the lease of units for the storing and sorting of the museum collection
- iii) the details of the Christmas Light Switch On event be noted
- iv) the update regarding the library hub be noted and the Clerks thanks to colleagues for their work on the project to date be minuted
- v) the details of ongoing legal agreements to which the Council is committed be noted
- vi) the update regarding the work and events provided by the library be noted

2311/29

Support Between Neighbouring Councils in Emergencies

It was **resolved unanimously** that the Council endorse the actions reported to it by Cllr O'Brien at the October meeting of Full Council to create a system of mutual support between neighbouring Councils in emergencies and support further efforts to achieve that objective

2311/30

Library Hub

Members considered Report 13/23 concerning the above (previously circulated)

It was **resolved** that;

- i) a two stage tender process for design and then build be agreed
- ii) an Extraordinary Meeting of Council be called if required to consider and agree the tender documents
- iii) the Council use an open procedure for both tenders

2311/31

Local Council Pension Scheme Employers Pension Discretion Policy

It was **resolved** to approve the Local Council Pension Scheme Employers Pension Discretion Policy

2311/32

Support for Climate and Ecology Bill

Members considered Report 13/23 concerning the above (previously circulated)

It was **resolved** that;

- i) the Town Council support the Climate and Ecology Bill
- ii) inform local residents and the local press
- iii) write to Scott Mann MP to advise of the resolution
- iv) advise Zero Hour, the organisers of the cross-party campaign for the CE Bill, of the Council's support

2311/33

Free Car Parking

It was **resolved unanimously** that free use of the Town Council multi storey car park be agreed for all Saturdays in December

2311/34

Correspondence and Matters to Note

It was **resolved** to note the venue usage

2311/35

Urgent Items

- 1) It was agreed that Cllr Lankston fill the vacant positions on the Library, Arts, Business and Information committee and the Planning and Economic Development committee. Cllr Lankston also agreed to be the Council's Outside Body Representative for the Chamber of Commerce
- 2) The Mayor asked for volunteers to assist with the Christmas Light Switch on event on Friday 1 December

Date of the next meeting of the Council

The next Full Council meeting will be held on Tuesday 19 December 2023

The meeting ended at 7.57pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 23 November 2023 at 7.00pm
The Otho Peter Suite, Launceston Town Hall

Present Cllrs Cllr Bailey (Mayor), Cllr Gilbert (Deputy Mayor) Gordon, Green, Harris, Nancarrow, Penhale and Tremain
In attendance: Cllrs Lankston, Heaton and Soanes
Christopher Drake (Town Clerk)

2311/36 Apologies
There were no apologies for absence

2311/37 Declarations of Interest
There were no declarations of interest

2311/38 Public Representation
There were no representations made

2311/39 Minutes of the last meetings
The minutes of the meeting held on 2 November 2023 were signed as a correct record

2311/40 Current Planning Applications for comment

Application PA23/06443
Proposal 8.61kW ground mounted solar array for domestic use
Location Riverford House St Stephens Hill St Stephens Launceston
Decision Support

2311/41 Planning Decisions to Note
It was resolved to note the applications

Application PA23/07663
Location Ridgewood Mill Ridgewood Hill Launceston Cornwall PL15 9QN
Proposal Listed Building Consent for the insertion of two rooflights into the west slope of the Millhouse roof, insertion of two rooflights into the west slope of the Mill roof and insulation to the Millhouse roof.
Decision APPROVED
Town Council SUPPORT

Application PA23/06869
Location Ground Workers' Compound Land North Of 27 Upper Chapel Launceston Cornwall
Proposal Welfare facilities and covered area.
Decision APPROVED
Town Council No comment

Application PA23/07672
Location Ridgewood Mill Ridgewood Hill Launceston Cornwall PL15 9QN
Proposal Proposed replacement garage with additional space for garden storage and workshop

Decision APPROVED
Town Council SUPPORT

2311/42

Correspondence and Items to Note

- 1) It was proposed to note the details of the forthcoming planning meeting concerning development at Stourscombe
- 2) It was requested that Cornwall Highways review signage at the entrance to Westgate St to highlight that the road is one way and no entry to vehicles travelling from Dockey

Next Meeting

The next meeting of the committee will be held on Thursday 14 December 2023

The meeting closed at 7.18pm

Signed..... Date.....

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Launceston Town Council
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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 4 December 2023
at 10.00am in The Otho Peter Suites.

PRESENT: Cllrs Bailey (Mayor), Bullen, Gordon, Harris, Heaton, Penhale and Young
In attendance: Martin Cornish (Estates & Properties Manager), Andrew Frain (Grounds Manager) and Cllr Soanes

- 2312/01 Apologies for Absence**
Apologies were received from Cllr Gilbert (Deputy Mayor) & Cllr Hogan
- 2312/02 Declarations of Interest**
There were no declarations of interest
- 2312/03 Public Representation Session**
There were no representations made
- 2312/04 Minutes of the last meeting**
The minutes of the meeting held on Monday 2nd October 2023 were signed as a correct record.
- 2312/05 Estates & Properties Manager's Report – December 2023**
It was resolved to;
- i) note the updates regarding works to Lawrence House Museum and the relocation of artefacts to an offsite storage facility
 - ii) note the update regarding the multi storey car park reports
 - iii) note the works at Southgate Arch
 - iv) note the update regarding the roof leak in the Ambulance Hall. It was proposed by Cllr Gordon and Seconded by Cllr Bailey that the Council look to an interim repair to the structure. The Properties Managers is to go away and look into costings for a full replacement
 - v) note the update on ongoing works at the Town Hall
 - vi) note the update regarding the railings at Dockacre Cemetery
 - vii) note the update regarding the water leak at the Cemetery
 - viii) note the update regarding the next stage of works in reference to the installation of a new Grounds Compound
 - ix) note the update of the installation of a defibrillator at Stourscombe

- x) note the chainsaw training that Jeff Hughes has undertaken
- xi) note the works the stewards have undertaken during this busy time of the year
- xii) note the appointment of Isabel Grundy as the new Venue Manager for the Town Council

2312/06 Multi Storey Car Park

It was **resolved** that PCA Consulting instruct a new EICR Report as part of the ongoing works to the structure

2312/07 Dockacre Cemetery

It was **resolved** that the Properties Manager investigate costings for replacement railings at the Cemetery

2312/08 Public Toilet Report

It was **resolved** that the Properties Manager investigate costings for installation of sharps bins and the potential of appointing a contract cleaning company across the towns Public Conveniences

Date of the next meeting

The next meeting date will be held on Monday 5 February 2024

The meeting closed at 11.10am

Signed.....

Date.....

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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

held on WEDNESDAY 6 DECEMBER 2023 at 7.00pm in The Otho Peter Suites, Launceston Town Hall

- PRESENT** Cllrs Bailey (Town Mayor), Gilbert (Deputy Mayor), Bullen (Chair), Conway, Heaton, Soanes and Young
In attendance: Cllr Lankston
Christopher Drake – Town Clerk
- 2312/09 Apologies for absence**
Apologies for absence were received from Cllr O'Brien and Cllr Hogan who was substituted by Cllr Lankston
- 2312/10 Declarations of Interest**
Cllr Heaton declared an interest in Agenda Item 6 – Medical Hub Free Parking and left the meeting and took no part in the debate or voting on this item
- 2312/11 Public Representation Session**
There were no members of the public present
- 2312/12 Minutes of the last meeting**
The minutes of the meeting of 11 October 2023 were signed as a correct record subject to the amendment that Cllr Gilbert's apologies for the meeting be recorded.
- 2312/13 Finance**
It was **resolved** to:
i) approve the payment listings for October and November 2023
ii) approve the balance sheet for September 2023 and to note that the October balance sheet will be forwarded to all Members and to note Cllr Soanes request for the requirement of profit and loss details to be provided
iii) approve the budget monitoring statements for September and October 2023
- 2312/14 Medical Hub Free Parking**
It was **resolved** that the Town Council would not provide free car parking in the multi storey car park for practitioners working at the medical hub
Cllr Heaton declared an interest in the above item and left the meeting and took no part in the debate or voting
- 2312/15 Internal Audit Report**
It was **resolved** to note the internal audit report dated 29 November 2023 and for the committee to minute thanks to those colleagues that undertook the works required
- 2312/16 Petty Cash**
It was **resolved** to approve the petty cash expenditure for the Town Hall and Visitor Information Centre for the period 1 April – 2 November 2023
- 2312/17 Budgetary Considerations**
It was **agreed** that as part of the budget considerations, the Council would consider that;

- i) salary increases be calculated at 8% based on the current years pay award
- ii) a reserve budget for temporary staff be set up to allow for staff coverage during periods of extended absence

2312/18

Urgent Items

- i) Officers confirmed that due diligence is in place in regards to the grant awards scheme
- ii) it was agreed that an Extraordinary Meeting of the Committee be held on Monday 22 January 2024 and an Extraordinary Meeting of Full Council be held on Tuesday 30 January 2024 to agree the budget for 2024-25

The meeting closed at 7.45 pm.

Signed Date

MAYOR & DEPUTY MAYORS CALENDAR OF EVENTS
NOV/DEC

DATE	EVENT	ATTENDING
19.11.23	HIGH SHERIFF LEGAL SERVICE - TRURO	MAYOR
20.11.23	OKEHAMPTON STATION 2ND ANNIVERSARY	MAYOR, CLLR GORDON, EWAN MURRAY
01.12.23	LATE NIGH SHOPPING - LAUNCESTON	MAYOR & DEPUTY MAYOR
03.12.23	TOWN BAND CHRISTMAS CONCERT	MAYOR & DEPUTY MAYOR
08.12.23	ST JOSEPHS SCHOOL - PRESENT CARD WINNER	MAYOR
08.12.23	ST STEPHENS SCHOOL - PRESENT RUNNERS UP CARD	MAYOR
10.12.23	ROTARY OF LAUNCESTON CHRISTMAS LUNCH	MAYOR & CONSORT
14.12.23	ST STEPHENS CHURCH - SCHOOL CAROL SERVICE	MAYOR & DEPUTY MAYOR

Agenda item: 9

Committee: Full Council

Date: Tuesday 19 December 2023

Subject: Town Clerk Report

Summary: To consider various items of updates works and forthcoming events

Recommendations.

The Council is recommended to;

- 1) Note the update regarding the new skatepark project
- 2) Note the update regarding the work and events provided by the library
- 3) Note the agreed dates for Extraordinary meetings of the Finance and General Purposes Committee and Full Council
- 4) Note the date for the Mayor's Civic Service
- 5) Agree the details, to include project description, valuations and timings of the proposed library hub design tender document

1 Skatepark

- 1.1 The first consultation proper was held by providers BetongPark at the Town Hall on Tuesday 28 November. The BetongPark Development Manager stated that the evening was very well attended, comprised of a vocal and enthusiastic group of riders, had a great mix of ages and types of riders in attendance, and this highlighted a need for a skatepark in the area.
- 1.2 The contractor will now collate the data from the consultation to produce a revised design to present back to the Council and user groups.

2 Library Update

- 2.1 The library continues to be very busy as it continues to expand on the range of services offered. Examples of work in November include Cuppa companion Chat, PC use with support to access help and services, a baby group to support new parents, Friday and Saturday Lego activity days, Ukraine book group, additional Home Ed sessions, a games club every Wednesday, mental health art sessions as well as a psychologist offering support over 10 sessions.
- 2.2 Working with other organisations (including Orchard Centre, Gateway Centre, Café Avodah, Community Larder, Central Methodist Church, Launceston Social Prescriber) we are able to provide a wide and varying offer. The table below highlights what services may have been affected if the hub facility was not available, as well as highlighting the type of assistance that was offered

If you weren't able to get support from the hub today, which of the following would you have approached for support? (please enter totals for each option)				
Please tick any that apply	Yes	No	Maybe	Don't know
999	4	10	5	
NHS 111	12	5		2
Mental Health Services	9		5	2
GP	16	2	2	
Local hospital	7	11		3

Council	6	4	8	
Adult Social Care	3	11		4
Pharmacy	17		3	
Friends/ family	8	5		3
Other NHS community services – eg nurse	6	9	3	
Other Community organisation or charity	15			3
Other (please specify) Phone lines, text services, support apps. *Mandown app *Macmillan online *Advice off NHS online. *Local Diabetes support Group *New Cancer Cafe	18			1
3. During your visit today, what did we support you with? (Please tick all that apply)				
No of ticks for each				
a. Physical health	16			
b. Emotional health / wellbeing	19			
c. Finances	7			
d. Employment / Education	10			
e. Other (please provide details) Examples of Digital help provided - *Online access to Gov.uk for pension help/new figures, pension increase enquiries and projections, benefit entitlement queries. *Online searches for house swaps, dentists. *Facebook support groups for health, mums groups, Macmillan support, Movember support .	15			

3 Agreed Dates for Extraordinary Meetings

- 3.1 To allow for the Council to set its budget for 2024/25, there will be an Extraordinary Meeting of the Finance and General Purposes committee on Monday 22 January, followed by an Extraordinary Meeting of the Full council on Tuesday 30 January to ratify the budget

4 Mayor's Civic Service

- 4.1 The Mayors Civic Service will be held on Sunday 4 February 2024 at 2.30pm at St Mary's Church

5 Library Hub Design Tender

- 5.1 At the November meeting of Council it was resolved that a two stage tender process for design and then build be agreed and that the Council use an open procedure for both tenders.
- 5.2 Attached as an appendix to this report is;
- Proposed front page
 - Preamble, including dates and evaluation process
 - Specification

The remainder of the document will be compliant as per previous tender documentation used in the Safer, Greener Street and Skatepark projects. It is pertinent to note that the tender documentation that will be used for the building aspect of this project will require alteration so as to meet the relevant RIBA (Royal Institute of British Architects) tender process requirements.

- 5.3 Members are requested to agree the details, including valuations and timings

Contact officer: Christopher Drake – Town Clerk
Monday 11 December 2023

PROJECTS	PERSON/S RESPONSIBLE		NOTES	STATUS
Town Hall changing room refurbishment	Estates Mgr		Architects have visited the site and quotations have been received	ONGOING
Town Hall stage accessibility	Estates Mgr		This work is being reviewed as part of the changing room refurbishment	COMPLETED
First Aid organisation relocated from Ambulance Hall garage area	Town Clerk		Space for LVFS trailer agreed	RESOLVED PRIORITY PROJECTS
Green Room garage cleared	Estates Mgr			WORK TBC
Green Room building future use	Council		In the short term the upper floor will be cleared and used as an office/welfare area for the stewards team, as well as providing proper storage space for tech equipment. The garage area will be used to stock Council gazebos	
Library team relocate to new Hub	Library Mgr /Town Clerk		Site purchased 3 November Council to agree design tender at December meeting	
Car park machines updated	RFO/ F+GP committee			
Electric charging points installed	Estates Mgr		Works agreed and awaiting start date. Company has advised of an estimated 6 month lead time on project. Car park repair works are being investigated and it may be that any other works at the site are delayed until invetigatory works are complete	

Car park refurbished and new signage erected	Estates Mgr		PCA report received and considered by June Estates and Properties committee. Agreed that consultants be assigned to undertake investigation works. Survey works undertaken on 10 July. Survey results reported to October Estates Committee and investigatory works now agreed
Lawrence House repairs and future maintenance programme	Town Clerk/ Council		Grant bid successful and works ongoing. Completion estimated as Autumn/Winter 2023. Vision for site agreed at August Council and works undertaken. Officers meeting with National Trust regarding lease proposals and further grant funding works ongoing
Priory Park play equipment installation project	Town Clerk/ RFO/ Estates Mgr		Football goals installed, following works at site by National Grid. Grant company assigned on a no win no fee basis to explore further grants. All CIL receipts allocated to new equipment purchase. Officers working on additional grant funding streams but large level consultation required which will not be undertaken until early 2024
New cemetery land acquisition			Meeting held with landowner on 8 June with proposed potential siting for new cemetery adjacent to Stourscombe. Awaiting quote for costs of land purchase

Conversion of new land at St Thomas as rest garden	Town Clerk		TC working with Barrett Homes regarding flooding issues. Solicitors approached to complete necessary legal documents
Installation of live streaming equipment at Town Hall	Town Clerk/RFO		
Adoption of new nature are at Ridgegrove	Town Clerk/ Estates Mgr		HoT received from Cornwall Council in December and officers awaiting clarification of areas of responsibility. Solicitors appointed to undertake legal agreement works
Adoption of new nature are at Windmill Hill	Town Clerk/ Estates Mgr		HoT received from Cornwall Council in December and officers awaiting clarification of areas of responsibility. Solicitors appointed to undertake legal agreement works
Design and build of new grounds compound	Estates Mgr		Site visits have been held and a quotation and design works received. Ecology Assessment undertaken. Planning permission granted 6 November
Welcome Back Fund works	RFO/VIC Mgr/ Town Clerk		
Town Vitality Fund works	RFO/VIC Mgr		Meetings ongoing to agree projects and new funding streams
Quality Gold Accreditation	Town Clerk		Council policy documents being updated and agreed by Council as part of the process. Website updates ongoing

Tree planting scheme at Coronation Park and Town Council sites	Town Clerk/ Estates team		Sakura blossom trees planted and tree planting for Passmore Edwards Centenary at current library site
Employment evaluation	Town Clerk/ Council		
Site clearance at Stourscombe	Estates Mgr		
New town bypass to be investigated	Town Clerk		West Devon Bourough Council and Cornwall Council have been contacted about the project and meeting dates TBA. VIC manager liasing with Scott Mann MP
Rail link with Okehampton and/or Tavistock	VIC Manager		OkeRail team giving presentation to December 23 meeting
Solar panels to be explored on all Council owned buildings	Town Clerk		Email sent to CC planning dept. Response advises that cost implication for site vists. Council has resolved not to undertake any further works and written to complain about excessive costs of consultation process
Repairs to Town Hall/Clocktower due to water ingress	Town Clerk/ Estates Mgr		Awaiting quotations for works
New skatepark installation at Coronation Park	Town Clerk		First consultation held at Town Hall on 28 November. From this, new design will be prepared based on consultation feedback

Tender Process for Launceston Library Hub Design Concept	
Funding Source(s)	Accountable Body
Launceston Town Council Cornwall Council	Launceston Town Council
Launceston Town Council is acting as the Accountable Body	

Abbreviations:

Cornwall Council:	CC
Launceston Town Council:	LTC
Responsible Finance Officer:	RFO
Request For Quotation:	RFQ

Request for Quotation

Design of new library hub in existing four storey (including basement) former
Barclays Bank building

Project Title

Launceston Library Hub

Issue Date:	Wednesday 20 December 2023
Closing Date:	Noon – Wednesday 28 February 2024
Project Value:	£50,000 - £75,000

Launceston Town Council
Western Road
Launceston
Cornwall
PL15 7AR

[Tel: 01566 773693]

[E-mail Town Clerk: chris@launceston-tc.gov.uk]

1 - PREAMBLE

GENERAL REQUIREMENTS

Quotations are invited to provide: Design of new library hub in existing four storey (including basement) former Barclays Bank building

The Council's detailed requirements are defined in the Specification.

BACKGROUND TO THE BUSINESS REQUIREMENT

The Town Council has received funding from Cornwall Council, to purchase a develop a former high street bank branch into a library and information hub, serving the town of Launceston and surrounding parishes

SUBMISSION OF QUOTATION

Quotations should be received **by post** no later than **Noon Wednesday 28 February 2024**, with any queries, submitted via email to chris@launceston-tc.gov.uk Please leave sufficient time to allow the council to respond before the tender return date, but no later than Friday 16 February 2024. All submissions must be anonymised

Quotations should be sent to:

Mr Christopher Drake	01566 773693
Town Clerk	chris@launceston-tc.gov.uk
Launceston Town Council Western Road Launceston Cornwall PL15 7AR	

In addition to two paper copies of the tender documentation, you should include an electronic version (Memory Stick), based in Microsoft Word or Excel, within your tender return envelope.
Addressed as below or use the label we include with the documents.

stamp (Tender Launceston Library Hub – Launceston Town Centre) Mr Christopher Drake – Town Clerk Launceston Town Council Western Road Launceston Cornwall PL15 7AR

The tenderer's attention is specifically drawn to the date and time for receipt of tenders and no submission received after the closing date will be considered

When returning the tender please ensure that:

The envelope bears no name or mark indicating the identity of the tenderer. This includes for example franked mail, Post Office labels, courier labels or a signature across the seal of the envelope.

You may seek clarification on any of the points contained in the tender documents, by contacting the named person via e-mail to chris@launceston-tc.gov.uk

Please leave sufficient time to allow the council to respond before the tender return date, but no later than Friday 16 February 2024

When returning your quotation please ensure that:

- all documentation is properly completed and enclosed with your quotation.
- the deadline by which the quotation must be returned is complied with.

No quotation will be considered which is late - for whatever reason.

All tenderers shall keep their respective quotation valid and open for acceptance by the council until the expiry of 90 calendar days from the deadline for the receipt of quotations.

PROCUREMENT TIMETABLE

This procurement is intended to follow the time-line below:

1 Request for tender issued	Wednesday 20 December 2023
2 Last date for clarifications	Friday 16 February 2024
3 Deadline for tender responses	Wednesday 28 February 2024
4 Tender evaluations commence	Friday 1 March 2024
5 Contract awarded	Friday 8 March 2024
6 Project completion date	Monday 5 August 2024

Please note the council reserves the right to amend this timetable and steps following the deadline for tender responses are provided for indicative purposes only.

EVALUATION OF TENDERS

The council is not bound to accept the lowest or any tender submission. The council also reserves the right to accept the whole or any part of any tender submitted.

The council will check each tender initially to ensure it has kept to the rules of the RFQ process.

The Council reserves the right to seek clarification from any of the tenderers during the evaluation period. This may be in writing or by means of a clarification meeting. This is to help the council to consider the tenders.

The Council may decide to interview tenderers or hold clarification meetings to help in our tendering process. The council will notify tenderers of this in due course.

The council will evaluate tenders against the award criteria set out below. The council will accept the tender which is most economically advantageous, i.e., a balance between cost and quality.

As part of the tender submission, we are seeking written submissions on how the individual elements of this contract will be delivered as well as a pricing submission. The overall tender will be evaluated

against the written response (quality) based on experience, and general approach as well as the tender sum (price). We intend scoring each submission using a weighting metric as explained below.

PRICE

The council will base its decision based on a balance between quality and cost. This will be structured as 80% quality and 20% cost.

QUALITY STATEMENTS

The quality elements will be scored by a panel and will receive a score of between 1 and 10 marks per criteria area. It may be possible that all responses are judged equal and receive the same score therefore leaving price as the deciding factor. However, it may be that the lowest tender is not the chosen tender if the quality questions are judged to be variable in answers. There is an individual weighting assigned to each criteria which identifies its importance and priority in relation to other areas.

The following quality questions will form part of your tender submission and count for a total of 80% of the decision. A summary of how marks are broken down across these areas is as follows:

Quality:	Individual Weighting	Possible Maximum
<i>Criteria B - Experience</i>	5	50
<i>Criteria C - References</i>	2	20
<i>Criteria D - Method Statement</i>	2	20
<i>Criteria E - Environmental considerations</i>	5	50
<i>Criteria F – Historical context</i>	4	40
<i>Criteria G - Timescale</i>	2	20
<i>Criteria H – Identified milestones</i>	3	30
<i>Criteria I – Identified outcomes</i>	5	50
<i>Totals</i>		280

Explanations of each quality statement/criteria stated above, are explained on pages 48/49 of this document.

The following descriptors explain how the panel will score each area based on the submissions received.

Scoring Outcomes

0-3	Completely unsatisfactory response – limited or no relevant information. Respondent would have serious difficulty delivering the required standard.
4	Fair response – Respondent would only meet some of the requirements of the contract some of the time.
5-6	Acceptable response – Respondent would be likely to meet basic contract standards but further work required to ensure standards are met consistently.
7-8	Good response – clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards.
9-10	Excellent response - clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards <u>and</u> includes robust and deliverable proposals to provide additional benefit to the Council.

If a score of 3 or less is given for any method statement the bid will be deemed to be non-compliant, will fail the tendering evaluation and will not be considered further. For any tenders so excluded, that tenderer's price shall be excluded from the 'price' evaluation.

SUPPLIER CHECKLIST

Suppliers should ensure that they have completed the following Schedules before returning their quotation responses:

<u>SCHEDULE HEADING</u>	<u>COMPLETED?</u>
Schedule 3 – Business Questionnaire	☐ x
Schedule 4 – Legal Obligations	☐ x
Schedule 5 – Pricing Schedule	☐ x
Schedule 7 – Supporting Information (Parts A, B, C, D, E, F, G, H & I...	☐ x
Schedule 8 – Payment Details	☐ x
Schedule 9 – Declaration	☐ x
Schedule 10 – Contract Conditions Acceptance	☐ x
Schedule 11 – Articles of Agreement	☐ x
Schedule 12 – Collusive tendering Certificate	☐ x
Schedule 13 – Supplier's Contact Information	☐ x
Attach company's GDPR policy/procedures	☐ x

It is important that all Schedules are completed as failure to do so may result in your quotation not being considered.

Contract documents

Any resulting Contract will consist of:

- the Contract Particulars in the form enclosed (to be filled in with relevant project-specific details following award) but not changed in other respects;
- the Standard Terms and Conditions;
- the successful tender.
- the specification
- the Pricing Schedule
- Supporting documents, consisting of:
 - Schedule 2 - Specification
 - Schedule 3 - Business Questionnaire

SCHEDULE 2 - SPECIFICATION

Contract Duration: March 2024 – June 2024

Timetable – see page 3 of this document

Reporting and Monitoring – Calendar monthly

The deliverables of this project are identified as follows:

1. To undertake an assessment of a former high street bank premises and design a fully accessible compliant library and information hub, incorporating full adult and children's library, registrar service and office space
2. To undertake concept design meetings with residents and library users to ensure full consideration of user needs and input following an agreed methodology, recording and collating responses to produce a summary document of findings.
3. To Include all planning consents and permissions and costings

Council Policies

In addition to the services outlined in the specification, the Contractor shall comply with all Council policies and codes of practice, links to policies are detailed below.

[LINK TO ALL POLICIES](#)

- [Code of Conduct](#)
- [Complaints Procedure](#)
- [Equalities Policy](#)
- [GDPR](#)
- [Health & Safety Policy](#)
- [Publication Scheme](#)
- [Standing Orders](#)
- [Use of social media in Council Meetings](#)
- [Safeguarding Policy](#)

Agenda item: 10

Committee: Full Council

Date: Tuesday 19 December 2023

Subject: Updated Policies and Quality Gold Award Statements

Summary: To consider updated Council policies and agree the relevant statements required as part of the Local Council Award Scheme

Recommendations.

The Council is recommended to;

- 1) consider and agree the publication scheme, privacy, disciplinary and training policies as reviewed and proposed by the Policies Committee
- 2) agree the statements as required for the Local Council Award Scheme accreditation

1 Policies

1.1 As part of the Town Council's work for Gold accreditation under the Local Council Award Scheme, all policies are being reviewed and/or updated. The Council's Policy Committee, have considered the latest batch of policies and these are attached for approval by Full Council. The policies, attached as Appendix 1 to this report, are:

- Council Publication Scheme
- Privacy policy
- Disciplinary policy
- Training policy

2 Quality Gold Accreditation Statements

2.1 To achieve a quality gold award, the Council must demonstrate that in addition to meeting all of the requirements at Foundation and Quality level, it must also prove that it is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management.

2.2 As part of the quality gold award, the Council must resolve that it has prepared statements to be presented to the accreditation panel showing how it:

- Ensures that the Council delivers value for money
- Provides leadership in planning for the future of the community
- Engages with the community on issues related to the environment and climate change
- Manages performance of the Council as a corporate body
- Manages the performance of each individual staff member to achieve its business plan

2.3 These statements are attached as Appendix 2 to this report

Contact officer: Christopher Drake – Town Clerk
Monday 12 December 2023



Launceston Town Council Publication Scheme Policy 2023

Adopted at Full Council on:

Minute Reference:

Policy Review Date:

Prepared By:

Christopher Drake
Town Clerk

Publication Scheme

Part 1 - Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits the Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Town Council and falls within the classifications below.
 - To specify the information which is held by the Town Council and falls within the classifications below.
 - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - To review and update on a regular basis the information the Town Council makes available under this scheme.
 - To produce a schedule of any fees charged for access to information which is made proactively available.
 - To make this publication scheme available to the public.

Who are we and what do we do?

Launceston is a town with a population of approximately 13,500

The Town Council is based at The Town Hall, Western Road, Launceston, PL15 7AR

There are 16 Town Councillors representing 2 wards. The Town Council meets monthly, usually on the third Tuesday in the month.

The Town Council's strives to provide high quality services for the people of Launceston and improve their quality of life through the efforts of elected members and dedicated professional staff whilst achieving maximum value for money from public funds.

Our contact details are as follows:-

Telephone: 01566 773693

e-mail: admin@launceston-tc.gov.uk

web: www.launceston-tc.gov.gov.uk

Town Clerk: Christopher Drake

How can information be obtained?

Information contained in the Launceston Town Council Publication Scheme will be made available in a number of ways. However, please note that information is not necessarily available in all formats.

- By post. Requests should be submitted in writing to:-
The Town Clerk
The Town Hall
Western Road
Launceston
PL15 7AR

Our aim will be to dispatch the information requested within 20 working days from receipt of any fee applicable (see below).

- E-mail. Our address is admin@launceston-tc.gov.uk
- Website. Our address is admin@launceston-tc.gov.uk
- In person by calling at the Town Council offices at the above address. Office hours are 9.00am – 1pm Monday – Friday.

Please note that whilst we may be able to provide certain information on demand, it is advisable to make an appointment if more detailed or complex information is required. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Town Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Will a charge be made?

Some information requested under this scheme is available free of charge – for example if it is available for download from the Town Council's website. For other information a charge may be levied. Where levied, there will be a minimum charge of £1 which will include the copying of up to 5 A4 pages. There will be an additional charge of 25p for each additional page requested.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Who will maintain the scheme and where can I find more information?

The publication scheme will be maintained on behalf of the Town Council by the Town Clerk. Issues concerning the Town Council's compliance with the Freedom of Information Act should be addressed, in the first instance, to the Town Clerk. Information can be obtained from the Information Commissioner who is responsible for enforcing the operation of the publication scheme. The address is:-

The Information Commissioner
Wycliffe House
Water lane
Wilmslow
Cheshire SK9 5AF

Review

The Town Council will review this scheme annually.

Adoption of the Publication Scheme

Launceston Town Council has adopted the Model Scheme for Local Councils produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Part 2 – Classes of Information

Information	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Hard copy/website	Yes / No
Contact details for Clerk and Council members	Hard copy/website	Yes / No
Location of main Council office and accessibility details	Hard copy/website	Yes / No
Staffing structure	Hard copy/website	Yes / No
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy/website	Yes / No
Finalised budget	Hard copy/website	Yes / No
Precept	Hard copy/website	Yes / No
Borrowing Approval letter	Hard copy/website	Yes / No
Financial Standing Orders and Regulations	Hard copy/website	Yes / No
Grants given and received	Hard copy/website	Yes / No
List of current contracts awarded and value of contract	Hard copy	Yes
Members' allowances and expenses	Hard copy	Yes

Class 3 – What our priorities are and how we are doing		
Annual Report	Hard copy/website	Yes / No
Quality status	Hard copy/website	Yes / No
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Hard copy/website	Yes / No
Agendas of meetings (as above)	Hard copy/website	Yes / No
Minutes of meetings (as above)	Hard copy/website	Yes / No
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Yes
Responses to consultation papers		Yes / No
Responses to planning applications	Hard copy/website	Yes / No
Bye-laws	Hard copy	Yes
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy/website	Yes / No
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Hard copy/website	Yes / No

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy/website	Yes / No
Records management policies (records retention, destruction and archive)	Hard copy/website	Yes / No
Data protection policies	Hard copy/website	Yes / No
Schedule of charges (for the publication of information)	Hard copy/website	Yes / No
Class 6 – Lists and Registers		
Any publicly available register or list	Hard copy	Yes
Assets Register	Hard copy/website	Yes / No
Register of members' interests	Hard copy/website	Yes / No
Register of gifts and hospitality	Hard copy/website	Yes / No
Class 7 – The services we offer		
Allotments	Hard copy/website	Yes / No
Burial grounds and closed churchyards	Hard copy/website	Yes / No
Community centres and village halls	Hard copy/website	Yes / No
Parks, playing fields and recreational facilities	Hard copy/website	Yes / No
Seating, litter bins, clocks, memorials and lighting	Hard copy/website	Yes / No
Bus shelters	Hard copy/website	Yes / No
Markets	Hard copy/website	Yes / No
Public conveniences	Hard copy/website	Yes / No
Agency agreements	Hard copy	Yes
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Yes
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* The actual cost incurred by the public authority

General Exclusions

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.



Launceston Town Council

Privacy Policy

2023

Adopted at Full Council on:
Minute Reference:

Policy Review Date:

Prepared By:

Christopher Drake
Town Clerk

Privacy Policy

1 Introduction

The Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Town Council does to ensure its compliance with the Act.

The Data Protection Policy applies to all Launceston Town Council employees, Councillors and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2 Background

The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerized information. It provides a mechanism by which individuals about whom data is held ("data subjects") can have a certain amount of control over the way in which it is handled.

Some of the main features of the Act are:

- All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
- The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.
- The Data Protection Act deals with criminal offence data in a similar way to special category data, and sets out specific conditions providing lawful authority for processing it.

- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a Data Protection Compliance Officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.
- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the Council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. She also has the ability to prosecute those who commit offences under the Act and to issue fines.

3 Policy Statement

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4 Roles and Responsibilities

4.1 Data Protection Officer - Section 7(3) of the DPA 2018 states that Town Councils are not recognised as public bodies for GDPR purposes and so are not required to appoint a Data Protection Officer. However, the Town Council is still subject to data protection legislation and must ensure that the council has sufficient staff and resources to discharge its obligations under the GDPR. The Town Clerk will act as a Data Protection Compliance Officer and will be responsible for the following tasks;

- Informing and advising the Town Council, any processor engaged by the Town Council as data controller, and any employee of the Town Council who carries out processing of personal data, of that person's obligations under the legislation;
- Providing advice and monitoring for the carrying out of a data protection impact assessments;
- Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office monitoring compliance with policies of the Town Council in relation to the protection of personal data monitoring compliance by the Town Council with the legislation.
- In relation to the policies mentioned above, the data protection compliance officer's tasks include:-
 - (a) assigning responsibilities under those policies,
 - (b) raising awareness of those policies,
 - (c) training staff involved in processing operations, and
 - (d) conducting audits required under those policies.

The Town Council must provide the Town Clerk with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

4.2 Town Council - The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Compliance Officer. The Town Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 All Staff and Councillors - All staff and Councillors will ensure that:-

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that info.

- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Compliance Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Compliance Officer as soon as the breach is discovered.
- It is the responsibility of all staff and Councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.4 Contractors and Employment Agencies - Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

5 Records Management

Good records management practice plays a pivotal role in ensuring that the Town Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

6 Consent

The Town Council will take all reasonable steps to ensure that service users, members of staff and contractors are informed of the reasons the Town Council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the Town Council handling their data where the legal basis for processing is consent.

Should the Town Council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.

Should the Town Council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7 Accuracy and Data Quality

The Town Council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.

All members of staff and Councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.

Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Compliance Officer must be notified and the appropriate procedures followed.

8 Data Protection Impact Assessments

A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded in to the Town Council's decision making process.

9 Providers

The Town Council must have written contracts in place with all suppliers who process personal data on behalf of the Town Council as "data processors". The Town Council will ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met and the rights of data subjects protected.

10 Complaints

Any expression of dissatisfaction from an applicant with reference to the Town Council's handling of personal information will be treated as a complaint, and handled under the Town Council's complaint's processes. The Data Protection Compliance Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

11 Security and Confidentiality

All staff and Councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town Council will ensure that its

holdings of personal data are properly secured from loss or corruption and that no unauthorized disclosures of personal data are made.

The Town Council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

12 Rights of Data Subjects

Individuals wishing to request their information as a subject access request should contact the Town Council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, *How to access your records*.

Individuals should also make requests in writing to the Town Council if they wish to exercise their other rights under the legislation.

APPENDIX 1 **DATA PROTECTION PRINCIPLES**

First Principle

processed lawfully, fairly and in a transparent manner in relation to individuals;

Second Principle

collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Third Principle

adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Fourth Principle

accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Fifth Principle

kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Sixth Principle

processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures



Launceston Town Council

Disciplinary and Grievance Policy

2023

Adopted at Full Council on:
Minute Reference:

Policy Review Date:

Prepared By:

Christopher Drake
Town Clerk

Disciplinary Procedure

1. Purpose and Scope

This procedure is designed to help and encourage all council employees to achieve and maintain high standards of conduct whilst at work or representing the council. The aim is to ensure consistent and fair treatment for all.

2. Legal Responsibility & Policy Support

The Employment Act 2008

The Code of Practice (Disciplinary & Grievance Procedures) Order 2015

ACAS Code of Practice APR 2009

3. Principles

- a) No disciplinary action will be taken against an employee until the case has been fully investigated.
- b) At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- c) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- e) An employee will have the right to appeal against any disciplinary penalty imposed.
- f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

4. Misconduct and Gross Misconduct

Misconduct

The following list provides examples of misconduct which will normally give rise to formal disciplinary action:

1. Unauthorised absence from work.

2. Persistent short-term and/or frequent absences from work without a medical reason.
3. Lateness for work or poor time keeping.
4. Inappropriate standard of dress.
5. Minor breaches of Health and Safety.
6. Failure of an employee to perform their job to the standard expected or in line with their job description/objectives.
7. Time wasting.
8. Disruptive behaviour.
9. Misuse of the council's facilities (e.g. telephones, computers, email or the internet).
10. Refusal to carry out reasonable requests or instructions.
11. Smoking in unauthorised areas.
12. Failure to follow an agreed council Procedure.

This list is not exhaustive, and offences of a similar nature will result in disciplinary action being instigated.

Gross – Misconduct

The following list provides examples of offences which are normally regarded as gross misconduct:

1. Theft, fraud, deliberate falsification of records, or other acts of dishonesty.
2. Fighting, assault on another person.
3. Deliberate damage to property of the council, its workers or members.
4. Gross incompetence in the conduct of work.
5. Gross negligence which results in the council or employees being put at risk.
6. Being under the influence of illegal drugs or excessive alcohol.
7. Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief.
8. Serious acts of insubordination.
9. Serious breach of duty to keep information of the council, its service providers and its clients confidential.
10. Unauthorised entry to computer records.
11. Serious breach of the council's Security Policy, Health & Safety Policy, Confidentiality or e-mail and Internet policy.
12. Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute.
13. Serious negligence which causes or might cause significant loss, damage or injury.

14. Accepting bribes or incentive payments from suppliers.
15. Unauthorised use of Society funds or credit.
16. Working with an external agency to provide information which would be detrimental to and cause commercial risk to the council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

5. Disciplinary Procedure

5.1 Informal Action

Minor misconduct will be dealt with informally in a confidential one-to-one meeting between the employee and the Town Clerk to the Council. In the case of the Town Clerk being the individual against whom there is a complaint or allegation the matter will be handled discreetly by an informal meeting with the Chairman. However where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

5.2 Formal Action

The level of warning the employee may receive for misconduct/gross misconduct will depend on how serious the Council considers the alleged actions to be and the employee's previous conduct in all the circumstances. In the event of alleged gross misconduct, the formal process may commence at Stage 4 –see 3.4 below.

5.3 Disciplinary Letters

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter will invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised and any documents to be produced at the meeting will be provided.

5.4 Disciplinary Meetings

The time and location of a disciplinary meeting will be agreed with the employee and will be held in a private location with no interruptions. This will be convened without undue

delay and will allow the employee to prepare their case, 5-7 days of the letter being sent, where practically possible. At the meeting the Town Clerk (or in the case of the Town Clerk being disciplined, the Chair of the Council) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so. If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the council will reasonably re-arrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

5.5 Outcomes and Penalties

Stage 1 - Oral Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal oral warning. He or she will be advised of;

- the reason for the warning,
- that it is the FIRST STAGE of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement,
- together with a review date and any support available (where applicable) and
- his or her right of appeal.

A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

Stage 2 - Written Warning

If the offence is a serious one, or if further to previous formal disciplinary action, a written warning will be given to the employee by the Town Clerk (or the Chair of the Council if disciplinary action is being taken against the Town Clerk). This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file, but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a final written warning may be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Town Clerk (or, in the case of the Town Clerk being disciplined, by the Chair of the Council) but it will be spent after 12 months

(in exceptional cases the period may be longer) subject to satisfactory conduct.

Stage 4 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Town Council reasonably believes Gross Misconduct has occurred, dismissal may result. Only the Council, upon recommendation from the Town Clerk or Chair of the Council, can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the Hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal. Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an appeal hearing.

Suspension

If an employee is accused of an act of gross misconduct, they may be suspended from work on full pay while the Town Council investigates the alleged offence. Only the Council, upon recommendation from the Town Clerk or Chair of the Council, has the power to suspend and will enable a swift and thorough investigation to occur. Whilst suspended, pending disciplinary investigation, regular contact with a nominated person at the Council will be maintained although access to premises, equipment or systems may be denied. The Investigator who compiles evidence for the Disciplinary Hearing will play no part in the subsequent decision-making to ensure impartiality.

5.6 Appeals

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct/Poor Performance or Gross Misconduct. An employee who wishes to appeal against a disciplinary decision should inform the Chair of the Council within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair.
- New evidence has come to light.
- The employee thinks that the procedure was not applied properly.

The Appeal will be heard by an Appeals Panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade

Union official or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. At the Appeal Hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal Hearing will be final.

5.7 The Right to be Accompanied

At each formal stage of disciplinary interview, the employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. The employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. the companion can address the hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

5.8 Hearing Panel

In situations where individual Members are implicated in a dispute or have undertaken an investigatory role then they will be substituted as panel members.

5.9 Notetaking

A note-taker will be provided to every meeting/hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. The note-taker will respect employee confidentiality.

5.10 Grievances Raised During Disciplinaries

If when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual members, disciplinary matters will be placed on hold until grievances have been aired and actions towards a resolution have been progressed, (as recommended by SLCC and ACAS).

5.11 Criminal Charges or Convictions

If an employee is charged with or convicted of a criminal offence this will not automatically give rise to a disciplinary situation. Consideration will be given to how a

charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.



Launceston Town Council

Training and Development Policy

2023

Adopted at Full Council on:
Minute Reference:

21 February 2023
Number 2302/41

Policy Review Date:

February 2024

Prepared By:

Christopher Drake
Town Clerk

Training and Development Policy

1. Introduction

- 1.1 This document forms the Council's Training and Development Policy.

It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Links with other policies
- Reporting on progress

- 1.2 The objectives of this strategy are to:

- Encourage Members and staff to undertake appropriate training
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

2. Commitment to Training

- 2.1 Launceston Town Council is committed to the ongoing training and development of all Members and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the town.

- 2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as: "A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation".

- 2.3 Launceston Town Council recognises that it's most important resources are it's Members and Officers and is committed to encouraging both Members and Officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

- 2.4 The Council expects senior and Specialist Officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

- 2.5 Providing training yields a number of benefits:

- Improves the quality of the service and facilities that Launceston Town Council provides
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skill base of the employees, producing confident, high qualified

- staff working as part of an effective and efficient team; and,
- Demonstrates that the employees are valued.
- 2.6 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.
- 2.7 The process of development is as follows:
- Training needs should be identified by considering the overall objectives of the organisation as well as individual requirements;
 - Planning and organising training to meet those specific needs;
 - Designing and delivering the training; and,
 - Evaluating the effectiveness of training.

3. The Identification of Training Needs

- 3.1 Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are a number of additional ways that the training needs of both Members and Officers may be recognised:
- Questionnaires
 - During interview
 - Following confirmation of appointment
 - Formal and informal discussion
- 3.2 Other circumstances may present the need for training:
- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
 - Changes in legislation
 - Changes in systems
 - New or revised qualifications become available
 - Accidents
 - Professional error
 - Introduction of new equipment
 - New working methods and practices
 - Complaints to the Council
 - A request from a member of staff
 - Devolved services/delivery of new services
- 3.3 Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the Council's needs and/or service delivery.

4. Corporate Training

- 4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management

and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

5. Financial Assistance

- 5.1 It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified. In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Policy and Resources Committee in the interest of operational effectiveness or Best Value.
- 5.2 Other considerations include the following:
- Implication of employee released for training course(s) on the operational capability of the Council
 - The most economic and effective means of training
 - Provision and availability of training budget
- 5.3 For approved courses Members and employees can expect the following to be sponsored:
- The course fee
 - Examination fees
 - Associated membership fees
 - One payment to re-take a failed examination
- 5.4 Members and Officers attending courses are required to inform the Town Clerk immediately of any absences, giving reasons.
- 5.5 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

6. Study Leave

- 6.1 Employees who are given approval to undertake external qualifications are granted the following:
- Study time to attend day-release courses
 - Time to sit examinations
 - Study time of one day per examination (to be discussed and agreed by line manager in advance)
 - Provision of study time must be agreed with the line manager prior to the course being undertaken

7. Short Courses/Workshops/Residential Weekends

- 7.1 Where attendance is required at a short course, paid study leave will be granted. The officer should speak with their line manager prior to booking the course to confirm.
- 7.2 Members and staff attending approved short courses/workshops/ residential weekends can expect the following to be paid:
- The course fee
 - Travelling expenses in accordance with the Council's current policy
 - Subsistence in accordance with the Council's current policy

8. Post Training

- 8.1 Records of all training undertaken by Officers will be kept in the personnel files of each officer and also collated on to a spreadsheet.
- 8.2 In certain circumstances an Officer may be required to provide a briefing note or discuss the training at a team meeting.
- 8.3 Records of all training undertaken by Members will be kept in a Training Folder and also collated on to a spreadsheet.

9. Linking with Other Council Policies

- 9.1 How will this link to the Council's other policies?:
- Equality of opportunity in all aspects of Member and Officer development;
 - A 'Statement of Intent' on training for both Members and staff is a requirement for the accreditation and re-accreditation of the Local Council Award Scheme;
 - Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
 - Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the Council;
 - Undertaking training is a clear indication of Continuing Professional Development.

10. Reporting on Progress

- 10.1 The Town Clerk will report annually to the Policy and Resources Committee, detailing attendance at training over the year.

11. Conclusion

- 11.1 The adoption of a training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and Officers

Ensures that the Council Delivers Value for Money.

Launceston Town Council (LTC) has an essential role in ensuring that our community receives the services it needs to thrive. However, providing these services comes at a cost, and it's vital that LTC understands these costs and delivers value for money to ensure that taxpayers' money is used effectively. To achieve this goal, LTC employs a range of strategies that allow us to optimize resources, deliver high-quality services while keeping costs as low as possible. Effective budgeting, procurement, efficiency and community engagement, as outlined below are all essential elements of this process.

Governance Framework

The Council operates within the Governance Framework to verify that all its Finance Operations are legal, reflect Business Plan aims, whilst remaining open and transparent. A suite of documents, including (but not limited to), Financial Regulations, Standing Orders, Risk Management etc are available on our website confirming the steps taken to achieve effective Finance Governance.

Assets

A complete Asset Register is maintained and updated continually through the year as further purchases are made. The Asset Register is reviewed annually as part of the Annual Insurance Policy Renewal process and an updated document placed on our website.

Regular inspections, maintenance schedules and service contracts are in place to ensure assets are maintained in accordance with the Asset Register Policy.

Budgeting

LTC's finances are overseen initially by an experienced and established Finance and General Purposes Committee. One of the most important functions of the Committee is preparation of the annual draft budget for approval by Full Council. Income and expenditure are reviewed throughout the year by the Committee to ensure that the Council works within that budget framework. This involves identifying areas where costs can be reduced without compromising service quality and reallocating resources to areas where they are most needed. A well-established budget setting and monitoring process is in place to ensure we deliver a wide range of services whilst staying within financial limits. It is important that our financial operations remain open and transparent, and residents can follow the decision making process. Our website contains up to date and comprehensive historical information relating to budgeting, income and expenditure. At the end of each financial year the Council is subjected to an internal and external audit process to verify adherence to the Governance Framework.

Procurement

Launceston Town Council works with a number of contractors to provide goods and services in order to keep all of the Council's buildings and assets running and properly operational. Part of the remit of the Finance and General Purposes Committee is to evaluate the effectiveness, quality and value for each annual service contract. By working closely with suppliers and evaluating contracts, we ensure that we are getting the best possible value for money.

In addition, the Council follows all relevant Government tender protocols for larger works projects.

Efficiency and Productivity

Launceston Town Council endeavours to maximise efficiency and productivity. Operations are regularly reviewed to eliminate waste and the Council remains proactive in identifying areas where efficiencies can be gained, costs reduced and for better delivery of services. Reviewing the

success of processes and initiatives is a function of the Finance and General Purposes Committee which in turns informs the budgeting process.

Consultation and Engagement

Launceston Town Council delivers value for money by engaging with our community and listening to their needs. By working closely with, local schools, residents, groups, charitable organisations and businesses, LTC has developed a better understanding of the services that are most important to the community and allocates resources accordingly.

Review

The Council and Town Clerk constantly review the needs of the business. The Business Plan is reviewed at Full Council with all Councillors involved in the review. The Council undertook a staff evaluation on 2022 with a process that included consultation with staff members and councillors. The new staffing structure accurately reflects the current needs of the business and provides a firm foundation to support and grow the business going forward, regardless of changes to Council or staff

Provides leadership in planning for the future of the community.

Launceston Town Council is a governing body that provides leadership in planning for the future of the community. The Council plays a critical role in ensuring that the community is prepared for the challenges of the future.

To provide leadership, the Council must have a clear understanding of the community's needs and priorities. Community engagement is vital to identify key issues and challenges. Once the key issues have been identified, the Council can develop a strategic plan that outlines the goals and objectives for the community. The Council then works with stakeholders to develop policies and initiatives that address the key issues identified.

Planning Committee

Councillors are appointed to the Planning and Economic Development Committee at the Annual Council Meeting each May. The Chair and Vice Chair of the Committee are then elected at the first meeting

All planning applications received by the Council are considered by the Committee who meet every three weeks. All comments for submission to Cornwall Council (the Planning Authority) on each planning application are resolved by the Committee and minuted accordingly.

Members of the planning committee often consult with residents and visit application sites where appropriate to help the committee make an informed decision.

Public Session

All Town Council meetings hold a Public Session as part of the meeting and at the Planning and Economic Development Committee residents can attend to discuss planning applications.

Engages with the Community on Issues Related to the Environment and Climate Change.

Local Councils play a crucial role in addressing environmental and climate change issues within their communities, Engaging with the community is an essential part of this process, as it ensures that the Council is taking into account the needs and concerns of its residents.

Climate Emergency

Launceston Town Council declared a climate emergency at the Full Council meeting held on 19 November 2019

It was resolved that;

- (i) the receipt of a signed petition requesting the Town Council declare a climate emergency be noted
- (ii) the Town Council form a working party to investigate what actions can be undertaken and what is required of the Council and that the working party membership be Cllrs J Harris, S Allen, J Heaton and P O'Brien with the ability to co-opt membership from outside of the Council
- (iii) the Town Council declares a Climate Emergency and supports Cornwall Councils aim to become carbon neutral by 2030

It was further resolved that the declaration of a Climate Emergency and agreed actions be inserted into the Town Council Strategic Plan 2020-2024. This includes:

- actively supporting planning applications that support renewable energy within our area
- provide practical advice to local residents on ways to reduce their carbon footprint and support nature
- work to ensure Council operated buildings are as energy efficient as possible
- reduce pesticide use
- manage areas of land such as cemeteries and allotments in a more nature friendly way
- support tree planting and liaise with local landowners to take part in tree planting schemes
- buying local and where possible buying green produce
- ensure the highest levels of recycling within our own operations
- aim to have safe walking and cycling paths within the town

The Council is also in the process of having electric charging points installed within the Council's multi storey car park.

The Council works with the Principal Authority in advertising their recycling processes including collection of real Christmas trees and also engages with the community on environmental and climate change issues through partnerships and collaborations.

Community Initiatives

The Council operates a Warm Hub/Welcoming Space for the community at our library site, supporting those people that are unable to utilise their heating at home for financial or any other issues. The Warm Hub provides hot drinks and refreshments free of charge as well as providing free internet access which allows school children to use the site for their home work requirements.

Managing the Council as a Corporate Body.

Launceston Town Council is a corporate body, which acts lawfully, owns assets, or has liabilities as an entity and is not reliant on individual membership. In practical terms, this means the Council can last indefinitely.

Managing the Council as a corporate body requires consideration of many factors to ensure the smooth running of the organisation and to guarantee its sustained longevity. The Council, as a corporate body, is responsible for making decisions that affect the lives of the residents it serves. It is essential that the operation of the Council is transparent, accountable and meets the needs of our residents.

One of the key aspects is setting strategic goals and objectives. These goals and objectives are aligned with the Council's vision and mission. This enables the Council to focus on priorities and ensure resources are allocated appropriately to achieve the set objectives. The Council engages with the community to get their input on what they would like to see achieved. This ensures that the goals and objectives set are in line with the needs of the community.

Launceston Town Council has a robust suite of policies and procedures in place to manage risk, including a risk management plan that identifies potential risks and outlines strategies to mitigate them. Well-structured administrative management and funded training for employees ensures staff are trained in all areas of Council business to ensure business continuity. The code of conduct outlines ethical behaviour and ensures all Council members and employees act in the best interests of the Council and the community.

Effective communication is essential. The Council has a well-established communication strategy that ensures information is shared with the community in a timely and transparent manner. Public Sessions are available at each Council or committee meeting. For specific projects, consultations and surveys are undertaken to help the Council understand the needs of the community and ensure that any decisions made are in alignment with community requirements.

Managing the Council as a corporate body requires strong and robust leadership. Launceston Town Council has a competent and experienced Chair, Vice Chair and strong group of Councillors. Training ensures that the Council remain up to date with current legislation and practices. The Town Clerk ensures the Council operates in a transparent, accountable manner within the Governance Framework and that resources are used efficiently and effectively and provides guidance to Council so that it can meet the needs of the community it serves.

Induction for Councillors

All new Councillors are provided with a Members Pack including, but not limited to, Welcome letter, The Good Councillor's Guide, Code of Conduct, Standing Orders, Financial Regulations and Policies.

Members of Committees

Councillors also attend bespoke training sessions relevant to the committees they sit on. For example, Members of the Planning Committee attend relevant training courses throughout their tenure.

Review

The Council constantly review the needs of the business and are proactive in anticipating changes that may be required.

Manages the Performance of Each Individual Staff Member to Achieve its Business Plan.

Launceston Town Council has a robust training, development, and performance management processes. The Town Clerk is qualified and is able to use this experience to recruit, retain and manage staff effectively and efficiently.

Staff

Each member of staff has a training plan in place covering mandatory and induction training and specialist training depending upon their area of work. Group staff training is also carried (i.e. First Aid, Manual Handling) which also provides opportunities for team building.

A strong HR function is in place and the Council uses WorkNest to ensure all policies, contracts and HR decisions are legally compliant. Each staff member has an employment contract, job description and annual appraisal, which identifies relevant training needs.

Appraisals

Each member of staff has interim reviews and annual appraisals with their line manager where objectives are set for personal development and are in line with the business plan. Each individual appraisal form includes a performance review, skills and expertise, development needs, target setting, agreed objectives, feedback and actions.

Communication

An internal shared drive and sound data management practices ensures communication and information can be shared effectively within the team

Agenda item: 11

Committee: Full Council

Date: Tuesday 19 December 2023

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to;

- 1) note the details of the Cornwall Council Electric Vehicle Infrastructure Strategy
- 2) note the details of the Cornwall Council 2024 Off-Street Parking Order
- 3) note the statement in the Local Government Finance Policy Statement for 2024/25 regarding Council Tax referendums

1 Cornwall Council Electric Vehicle Infrastructure Strategy

- 1.1 Cornwall Council is inviting comments on the future of electric vehicle charging in Cornwall and this feedback will help finalise an Electric Vehicle Infrastructure Strategy and shape future bids for government funding for more public charge points.
- 1.2 The strategy aims to define the direction of travel for expanding the EV charge point network in Cornwall and the role of the council. The strategy forecasts the number of EVs expected in Cornwall up to 2050 and how many public charge points could be needed by 2030. It identifies actions to meet this demand, recognising that residents, visitors and businesses will have different needs. Currently, the focus is on supporting the transition to electric cars and vans. The strategy does not identify locations which are suitable to install charge points. After the strategy is adopted, Cornwall Council will develop these plans, working with local communities and organisations.
- 1.3 The draft strategy and survey are available at <https://letstalk.cornwall.gov.uk/ev-infrastructure-strategy> The survey will be open until 14th January 2024

2 Cornwall Council 2024 Off-Street Parking Order

- 2.1 Cornwall Council is proposing to make a new Off-Street Parking Order, and in doing so make some alterations to car park operations and charges. The proposed Order will revoke and replace The Cornwall Council (Off Street Parking Places) Order 2023 whilst also making the following amendments:
 1. Amendments to the Multi-purchase Sessions
 2. Extension of the maximum stay period in Old Bridge Street, Truro
 3. The following car parks will be revoked from the Order:
 - The Sloop, St Ives
 - Grenfell Avenue, Saltash
 - Pentire Headland, Newquay
 - Poldhu Cove, Mullion
 - Chy An Gweal, Carbis Bay

4. The following car parks will be added to the Order:

- Permarin, Penryn
- Ponsharden, Falmouth

5. Introduction of the resident season ticket

6. Introduction of a self-contained motorhome tariff in The Crescent, Bude

7. Removal of 'Reserved Permit parking' from Church Street, Falmouth

- 2.2 Comments on the proposals can be made either at www.cornwall.gov.uk/TrafficConsult, emailing Parking Services at parking@cornwall.gov.uk, or via a response form. The closing date for responses is Thursday 21 December

3 Local Government Finance Policy Statement 2024/25

- 3.1 On 5 December 2023, the Department for Levelling Up, Housing & Communities (DLUHC) released the Local Government Finance Policy Statement for 2024/25. As expected, this confirmed that Town and Parish Councils will not be subject to any Council Tax referendum principles for 2024/25. However, 'the government will review the decisions taken by these authorities when considering referendum principles in future years'.

Contact officer: Christopher Drake – Town Clerk
Tuesday 13 December 2023

Venue Usage – November to December

Launceston Town Hall	Bookings Count	Hours Booked
Entire Town Hall	0	0
External Hires	8	7.25
Guildhall	12	39.5
Kitchen Bar and Reception Area	17	97
Main Hall	34	162.75
Otho Peter Suite 01	8	16
Otho Peter Suite 02	4	11
Otho Peter Suite Both Rooms	6	21.5
Town Square	9	21
Total	98	

Ambulance Hall	Bookings Count	Hours Booked
Ambulance Hall (Garage)	2	1.5
Ambulance Hall (Main Hall)	0	0
Ambulance Hall (Meeting Room)	8	36
Total	10	