



SAFFRON WALDEN TOWN COUNCIL

Saffron Walden Town Council Local Council Award Scheme Written Statements

Version	Date Adopted	Review Date	Minute Reference
1	December 2023	October 2026	FC 197-23
2	September 2026	November 2028	FC 142-26

These statement summarise and demonstrate how SWTC:

1. Ensures the council delivers value for money
2. Provides leadership in planning for the future of the community
3. Engages with the community on issues related to the environment and climate change
4. Manages the performance of staff and the council as a corporate body
5. Supports a culture of civility and respect in the council

By adopting these statements Council re-affirms by resolution its commitment to these statements. These statements do not seek to replicate the contents of the Strategic Plan.

1. SWTC ensures it delivers value for money by

- a. Adopting a strategic plan in accordance with the budget.
- b. Setting ear-marked reserves to budget for future projects and priorities.
- c. Providing regular free or low cost community events to ensure families can enjoy an affordable local day out.
- d. Providing well maintained and free public open spaces and amenities.
- e. Providing small grants and free of charge hall hire, available for community groups, clubs and organisations to provide activities for Saffron Walden.
- f. Consistently increasing the Council's commercial activities to reduce the cost of Council services to taxpayers
- g. Optimising the Council's assets to ensure that we maximise community usage and revenue generation
- h. Focussing on greatly improving the services we provide to the public within a disciplined financial framework.

2. SWTC provides leadership in planning for the future of the community by

- a. Adopting a Strategic Plan, which established the mission statement and priorities for the councils service delivery.
- b. Creating and finalising the neighbourhood plan alongside key stakeholders, partners and residents.
- c. Adopting a Developer Contribution and Planning Engagement Policy – informing the councils response to developer contribution negotiations.
- d. Liaising with Uttlesford District Council officers on a regular basis regarding significant planning applications.
- e. Liaising with the highway authority, Essex County Council, regarding traffic regulations, highway matters and infrastructure.
- f. Working with a range of partners in measuring the current and local economic climate
- g. Having regard to both the immediate and future needs of residents

3. SWTC engages with the community on issues related to the environment and climate change, examples include

- a. Adopting a Climate Change Action Plan – establishing the council's priorities for climate focussed initiatives.
- b. Hosting climate focussed community events and activities, striving to engage a variety of stakeholders.
- c. Supporting national campaigns via online and in print promotions (i.e., Big Green Week)
- d. Appointing a climate change working group which reports to the Assets and Service Committee on a regular basis

4. SWTC effectively manages the performance of staff and the council as a corporate body by

- a. Completing its annual governance and accountability return, accounts and year end
- b. Appointing an internal auditor
- c. Working in line with all legislation including employment laws and data protection
- d. Appointing an external human resources and health and safety advisor
- e. Monitoring and reviewing the Strategic Plan
- f. Regular staffing performance reviews and one to one catch ups with all employees
- g. Providing welfare support programmes and initiatives
- h. Hosting regular all-staff meetings to communicate updates on council projects and initiatives

5. SWTC supports a culture of civility and respect in the council by

- a. Annually re-adopting and re-affirming the Civility and Respect Pledge
- b. Adopting and applying a Code of Conduct for Councillors and an employee handbook for staff, setting clear expectations for respectful behaviour and professional standards.
- c. Providing access to relevant training and guidance for Councillors and employees, including equality, diversity, inclusion and respectful workplace practices.
- d. Maintaining clear policies and procedures for raising concerns, complaints and grievances so that issues can be addressed fairly, consistently and promptly.
- e. Encouraging constructive communication between Councillors, staff, volunteers, partners and residents through open meetings, agreed protocols and professional engagement.
- f. Promoting a positive organisational culture where dignity, courtesy and mutual respect are reflected in day-to-day council business and community interactions.
- g. Adopting and reviewing its member/officer protocol
- h. Providing regular opportunities for councillors and staff to collectively meet, often in the form of site visits and tours of council assets