

References Policy

Providing references

Camborne Town Council will use all reasonable skill and care to make sure the facts contained in the reference are accurate and the opinions expressed in the reference are reasonable.

Camborne Town Council will only provide written references.

All references must be signed by the Town Clerk as Proper officer.

Any employee or Councillor may provide a personal reference, but such references must state that they are provided by the author in his or her capacity as a friend or work colleague and do not constitute the official view of Camborne Town Council. No such reference should be provided on official letter headed paper.

Requesting references

Camborne Town Council will request all references by sending the Council's Request for Reference form.