



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk*

24 March 2023

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 30th March 2023 at 6.30 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk

To Councillors:

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	All other Councillors for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration
4. To receive and approve the minutes of the Personnel Committee held on Tuesday 24th January 2023 as a true and correct record. (Pages 5 - 10)
5. To consider Risk Management reports as may be received.
6. To consider Health and Safety reports as may be received.
7. To receive the current Committee budget statement and consider any actions and associated expenditure. (Page 11)
8. To receive a report on staff training and consider any actions and associated expenditure. (Pages 12 - 15)
9. To receive a report on staff end of year annual leave and consider any actions and associated expenditure. (Page 16)
10. To receive a report on the importance of eye health care and consider any actions and associated expenditure. (Pages 17 - 25)
11. To review the Town Council uniform responses and consider any actions and associated expenditure. (Pages 26 - 32)
12. To receive a report on the Cycle 2 Work Scheme and consider any actions and associated expenditure. (Pages 33 - 36)
13. To receive a recommendation from the Devolution Sub Committee and consider any actions and associated expenditure. (Pages 37 - 38)
14. To review the Finance Officer vacant post and consider any actions and associated expenditure. (Pages 39 - 45)
15. To ratify and review the Service Delivery General Assistant job advert and consider any actions and associated expenditure. (Pages 46 - 50)

16. To review the HR Consultancy Agreement and consider any actions and associated expenditure (Pages 51 - 54)
(Pursuant to Personnel held on 29.09.22 minute nr. 52/22/23)
17. To review Rosevale Accountants Payroll Services and consider any actions and associated expenditure. (Page 55)
(Pursuant to minute number 101/22/23 meeting held on 24th January 2023)
18. Public Bodies (Admission to Meetings) Act 1960
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

Chairman to confirm the Personnel Meeting is now in Part Two.

Members are reminded that items discussed are of the strictest confidence and must not be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.
19. To receive a Service Delivery working request and consider any actions and associated expenditure.
20. To receive a report from Human Resources Support Consultancy and consider any actions and associated expenditure.
21. To receive a Library working request and consider any actions and associated expenditure.
22. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
23. To receive a verbal report from the Staffing Member Panel and agree actions and associated expenditure.
24. To consider any items referred from the main part of the agenda.
25. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
26. To consider urgent non-financial items at the discretion of the Chairman.
27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:

Thursday 29 June 2023 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 24th January 2023 at 6.30 pm

PRESENT: Councillors: J Dent, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk)

APOLOGIES: J Foster

92/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

93/22/23 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

Councillor Miller arrived at the meeting.

94/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 24TH NOVEMBER 2022 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 24th November 2022 were confirmed as a true and correct record.

95/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

96/22/23 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

97/22/23 **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

98/22/23 **TO RECEIVE A TRAINING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to approve:

1. The Assistant Service Delivery Manager to attend a two-day operational course with ROSPA on the 3rd and 4th May 2023 at a total cost of £530.00 + VAT;
2. A Service Delivery General Assistant to attend a one-day routine visual inspections course with ROSPA on 5th May 2023 at a total cost of £295.00 + VAT;
3. To allocate the cost to budget Code 6676 Services Delivery Staff Training.

99/22/23 **TO RECEIVE A CORNWALL COUNCIL PENSION REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to vire £4,612.94 from General Reserves to the following budget codes to meet the new contribution rate:

Committee	Budget 2023/2024	New Contribution Rate	Extra Budget Needed
Burial Board	£3,070.96	£3,202.33	£131.37
Burial Authority	£1,316.12	£1,372.43	£56.31
Library	£20,460.00	£21,335.29	£875.29
P&F	£45,235.81	£47,171.03	£1,935.22
Services	£31,922.99	£33,288.68	£1,365.69
Guildhall	£5,821.68	£6,070.74	£249.06

100/22/23 **TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to:

1. Continue with the appointment of Rosevale Accountants to work with the Town Clerk covering the work of the Finance Officer, training and year end to a maximum of 30hrs per week;
2. Review the status of the appointment at the March Personnel Committee meeting;
3. To note that the Town Clerk is covering the work of the Finance Officer from 25th January to 26th March 2023 in the absence of Rosevale Accountants.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to vire £6,310 from General Reserves to budget code Finance Consultancy Fees to cover Rosevale Accountants fees for the period of 1st April to 30th June 2023.

Please note; the above recommended budget amount may not be fully utilised due to the works potentially brought back in-house upon appointment and training of a new member of staff.

101/22/23 TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to continue with the appointment of Rosevale Accountants to outsource processing of payroll and to further review at the March Personnel Committee meeting.

102/22/23 TO REVIEW THE FINANCE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the updated Finance Officer Job Description and Person Specification.

103/22/23 TO REVIEW THE RECRUITMENT TIMELINE FOR THE POSITION OF A FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED:**

1. To approve the recruitment timeline selecting option 3 for both the closing and shortlisting date, however, we reserve the right to interview and appoint before the closing date;
2. To approve outsourcing the recruitment of a Finance Officer to Human Resources Support Consultancy up to interview stage at a maximum cost of £750 + VAT;
3. To advertise the role with Ad Warrior at a cost of £310 + VAT (includes Indeed);
4. To further advertise on the Town Council social media channels, website, notice boards, the Library Hub, Cornwall Association of Local Councils, Plymouth City Council, South Devon Jobs and Indeed CV Database (14 day free trial) all free of charge;
5. To appoint Councillors Martin and Miller together with the Town Clerk and RFO of Callington Town Council to undertake the shortlisting and interviews;
6. To allocate the total cost of £1,060 to budget 6701 EMF Staff Recruitment.

104/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

Members noted the Chairman's statement.

105/22/23 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the report and that the Town Clerk reported a member of staff was awarded 1.5 days bereavement leave under delegated powers under policy.

106/22/23 TO REVISIT THE BENCH MARKING REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to defer to an Extraordinary meeting of the Personnel Committee.

107/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

108/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** that the public and press be re-admitted to the meeting.

109/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

110/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 30 March 2023 at 6.30 pm

Rising at:19:41

Signed: _____
Chairman

Dated: _____

Agenda Item 7

Personnel Committee - Personnel Budget
Saltash Town Council
For the 10 months ended 31 January 2023

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/ Spend YTD 2022/23	Actual Funds Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST Staff Welfare	1,313	0	0	1,538	627	911	1,693	1,864	2,053	2,260
6657 ST SNB Staff Recruitment Advertising	5,254	0	(3,000)	6,150	2,974	176	0	0	0	0
6658 ST SNB Miscellaneous Staffing Expenditure	5	0	0	0	0	0	0	0	0	0
6660 ST Staff Recognition	0	0	25	0	25	0	0	0	0	0
6662 SNB HR Professional Fees	3,141	0	8,745	2,981	4,288	7,438	10,282	11,321	12,464	13,723
Total Personnel Expenditure	9,713	0	5,770	10,669	7,914	8,525	11,975	13,185	14,517	15,983
Total Personnel Operating Expenditure	9,713	0	5,770	10,669	7,914	8,525	11,975	13,185	14,517	15,983
Total Personnel Operating Surplus/ (Deficit)	(9,713)	0	(5,770)	(10,669)	(7,914)	(8,525)	(11,975)	(13,185)	(14,517)	(15,983)
EMF Personnel Expenditure										
6691 ST EMF Legal Fees (Staffing)	1,215	4,785	0	2,000	0	6,785	685	0	0	0
6701 ST EMF Staff Recruitment	0	0	3,175	0	600	2,575	0	0	0	0
Total EMF Personnel Expenditure	1,215	4,785	3,175	2,000	600	9,360	685	0	0	0
Total Personnel Expenditure (Operational & EMF)	10,928	4,785	8,945	12,669	8,514	17,885	12,660	13,185	14,517	15,983
Total Personnel Budget Surplus/ (Deficit)	(10,928)	(4,785)	(8,945)	(12,669)	(8,514)	(17,885)	(12,660)	(13,185)	(14,517)	(15,983)

Notes

To/From Reserves & Budget Virements 2022/23

- £200 from General Reserves to 6660 Staff Recognition - Minute No 88/22/23
- £8,745.22 - £1,200 from General Reserves to 6662 HR Professional Fees to Cover Additional Costs and £2,795.22 and £4,750 from General Reserves to 6662 HR Professional Fees to cover additional costs - Minute No 88/22/23
- £3000 vired from 6657 ST SNB Staff Recruitment Advertising to 6701 ST EMF Staff Recruitment - Minute No. FTC 283/22/23
- £175 vired from 6660 ST Staff Recognition to 6701 ST EMF Staff Recruitment - Minute No. FTC 283/22/23

Agenda Item 8

LIBRARY TEAM

Team Member	Course Title	Start Date	Completion Date	Qualification Obtained (If Applicable)	Comments
Community Hub Team Leader	E Learning Information Governance	01.12.21	01.12.22	Pass	Mandatory
Community Hub Team Leader	E Learning Understanding Perspectives	01.12.21	01.12.22	Pass	Mandatory
Community Hub Team Leader	E Learning Cyber Security	01.12.21	01.12.22	Pass	Mandatory
Community Hub Team Leader	Soprano software Training		10.01.23	Pass	With Sarah Marsh (CC)
Community Hub Team Leader	Stock Forum Training		21.09.22	Pass	With Sarah Marsh (CC)
Library and information assistant	E Learning Information Governance	10.02.22	10.02.23	Pass	Mandatory
Library and information assistant	E Learning Understanding Perspectives	10.02.22	10.02.23	Pass	Mandatory
Library and information assistant	E Learning Cyber Security	10.02.22	10.02.23	Pass	Mandatory
Library and information assistant	E Learning Library 101	06.10.22	06.10.23	Pass	
Library and information assistant	Soprano software Training		10.01.23	Pass	With Sarah Marsh (CC)
Library and information assistant	Stock Forum Training		21.09.22	Pass	With Sarah Marsh (CC)
Library and information assistant	E Learning Information Governance	06.02.22	06.02.23	Pass	Mandatory
Library and information assistant	E Learning Understanding Perspectives	03.02.22	03.02.23	Pass	Mandatory
Library and information assistant	E Learning Cyber Security	03.02.22	03.02.23	Pass	Mandatory
Library and information assistant	E-Learning Domestic Abuse & Sexual Violence Awareness	06.02.22	06.02.23	Pass	
Library and information assistant	Soprano software Training		10.01.23	Pass	With Sarah Marsh (CC)
Library and information assistant	Stock Forum Training		21.09.22	Pass	With Sarah Marsh (CC)
Library and information assistant	E-Learning Autism Awareness	07.04.21	07.04.22	Pass	
Library and information assistant	E-Learning The Corporate File Plan & Shared drive Migration	08.04.22	08.04.22	Pass	
Library and information assistant	E-Learning Dementia Awareness	24.03.21	24.03.22	Pass	
Library and information assistant	E-Learning Communication with deaf customers	24.03.21	24.03.22	Pass	
Library and information assistant	E Learning Equality & Diversity	22.11.21	22.11.22	Pass	
Library and information assistant	E-Learning Library 101	22.11.21	22.11.22	Pass	
Library and information assistant	E Learning Information Governance	19.02.22	18.02.23	Pass	Mandatory
Library and information assistant	E Learning Understanding Perspectives	19.02.22	18.02.23	Pass	Mandatory
Library and information assistant	E Learning Cyber Security	20.02.22	18.02.23	Pass	Mandatory
Library and information assistant	Soprano software Training		10.01.23	Pass	With Sarah Marsh (CC)
Library and information assistant	Stock Forum Training		21.09.22	Pass	With Sarah Marsh (CC)
Library and information assistant	E-Learning Library 101	20.02.23	10.01.23	Pass	
Library and information assistant	E Learning Information Governance	09.11.21	09.11.22	Pass	Mandatory
Library and information assistant	E Learning Understanding Perspectives	09.11.21	09.11.22	Pass	Mandatory
Library and information assistant	E Learning Cyber Security	03.02.22	03.02.23	Pass	Mandatory
Library and information assistant	Soprano software Training		10.01.23	Pass	With Sarah Marsh (CC)
Library and information assistant	Stock Forum Training		21.09.22	Pass	With Sarah Marsh (CC)
Library and information assistant	First Aid Training		22.11.22	Pass	STC Course
Library and information assistant	E-Learning Library 101	09.10.22	09.10.22	Pass	
Library and information assistant	E Learning Information Governance	07.11.21	07.10.22	Pass	Mandatory
Library and information assistant	E Learning Understanding Perspectives	07.11.21	07.10.22	Pass	Mandatory
Library and information assistant	E Learning Cyber Security	24.02.22	20.02.23	Pass	Mandatory
Library and information assistant	Soprano software Training		10.01.23	Pass	With Sarah Marsh (CC)
Library and information assistant	Stock Forum Training		21.09.22	Pass	With Sarah Marsh (CC)
Library and information assistant	E-Learning Library 101	06.10.21	05.10.22	Pass	
Library and information assistant	First Aid Course		22.11.22	Pass	STC Training Course
Library and information assistant	E Learning Information Governance	10.02.22	11.02.23	Pass	Mandatory
Library and information assistant	E Learning Understanding Perspectives	10.02.22	10.02.23	Pass	Mandatory
Library and information assistant	E Learning Cyber Security	10.02.22	11.02.23	Pass	Mandatory
Library and information assistant	Soprano software Training		10.01.23	Pass	With Sarah Marsh (CC)
Library and information assistant	Stock Forum Training		21.09.22	Pass	With Sarah Marsh (CC)
Library and information assistant	E Learning Library 101	23.01.22	21.01.23	Pass	
Library and information assistant	E Learning The Corporate File Plan & Shared Migration	10.04.21	08.04.22	Pass	
Library and information assistant	E Learning Introduction to Human Rights	30.01.22	31.01.23	Pass	

Admin Team

Team Member	Course Title	Start Date	Completion Date	Qualification Obtained (if Applicable)	Comments
Administration officer	Introduction to Local Council Administration (ILCA)	N/A	Apr-22	Pass	
Administration officer	Emergency first aid at work	N/A	Jan-22	Completed	
Administration officer	Agenda & Minutes	N/A	Jun-22	Attendance	
Receptionist and planning Administrator	SLCC Agenda and Minutes	N/A	06/07/2022, 13/07/2022	Attendance	
Receptionist and planning Administrator	Breakthrough Communications - Freedom of Information for Local Councils	N/A	11/07/22	Attendance	
Receptionist and planning Administrator	Breakthrough Communications - Data Protection/GDPR for Officers.	N/A	18/07/22	Attendance	
Receptionist and planning Administrator	Introduction to Local Council Administration (ILCA)	Jan-23	19/03/23	Pass	
Receptionist / Mayors Secretary	Operation London Bridge	n/a	Aug-22	Attendance	
Receptionist / Mayors Secretary	Emergency first aid at work	N/A	Feb-22	Completed	
Receptionist / Mayors Secretary	Building a social media strategy	n/a	Aug-22	Attendance	
Receptionist / Mayors Secretary	Building a two way conversation on social media	n/a	Aug-22	Attendance	
Receptionist / Mayors Secretary	Introduction to Local Council Administration (ILCA)	Jan-23	17/03/23	Pass	
Senior Policy & Data Compliance Monitoring Officer	SLCC Personal Devices Webinar	N/A	27/10/22	Attendance	
Senior Policy & Data Compliance Monitoring Officer	GDPR: Principles and Policies, Protecting Practices webinar	N/A	06/12/22	Attendance	
Senior Policy & Data Compliance Monitoring Officer	Masterclass on GDPR Compliance	N/A	20/02/23	Attendance	

Finance Team

<u>Team Member</u>	<u>Course Title</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Qualification Obtained (If Applicable)</u>	<u>Comments</u>
Finance Assistant	VAT for VAT Registered Councils	13.12.22	13.12.22	Pass	

Service Delivery Team

Team Member	Course Title	Start Date	Completion Date	Qualification Obtained (If Applicable)	Comments
Administration Assistant	Manual Handling RQF)	21.04.2022	21.04.2022	QA Level 2 Award	Exp 21.04.2025
Administration Assistant	Fire Safety Awareness	18.05.2022	18.05.2022	QA Level 1 Award	Exp 18.05.2025
Service Delivery General Assistant	Ride on & Pedestrian Mower	13.04.2022	13.04.2022	LANTRA Awards	Exp 13.04.2027
Service Delivery General Assistant	Manual Handling RQF)	21.04.2022	21.04.2022	QA Level 2 Award	Exp 21.04.2025
Service Delivery General Assistant	Fire Safety Awareness	18.05.2022	18.05.2022	QA Level 1 Award	Exp 18.05.2025
Service Delivery General Assistant	Hedge Cutter	19.05.2022	19.05.2022	LPORS	Exp 19.05.2027
Service Delivery General Assistant	Powered Pole Pruner	30.06.2022	30.06.2022	LANTRA Awards	Exp 30.06.2027
Service Delivery General Assistant	Working at Height (RQF)	06.07.2022	06.07.2022	QA Level 2 Award	Exp 06.07.2025
Service Delivery General Assistant	Asbestos Awareness	26.08.2022	26.08.2022	Cert-ain Certification Ltd	Exp 26.08.2027
Service Delivery General Assistant	Powered Pole Pruner	29.06.2022	29.06.2022	LANTRA Awards	Exp 29.06.2027
Service Delivery General Assistant	Working at Height (RQF)	07.07.2022	07.07.2022	QA Level 2 Award	Exp 07.07.2025
Service Delivery General Assistant	Asbestos Awareness	08.07.2022	08.07.2022	Cert-ain Certification Ltd	Exp 08.07.2027
Service Delivery General Assistant	Fire Safety Awareness	18.05.2022	18.05.2022	QA Level 1 Award	Exp 18.05.2025
Service Delivery General Assistant	Powered Pole Pruner	29.06.2022	29.06.2022	LANTRA Awards	Exp 29.06.2027
Service Delivery General Assistant	Working at Height (RQF)	06.07.2022	06.07.2022	QA Level 2 Award	Exp 06.07.2025
Service Delivery General Assistant	Asbestos Awareness	08.07.2022	08.07.2022	Cert-ain Certification Ltd	Exp 08.07.2027
Service Delivery General Assistant	Safe Electrical Isolation	07.04.2022	07.04.2022	SWAAT/Cert-ain Certification Ltd	Exp 08.04.2027
Service Delivery General Assistant	Brush Cutter (Trimmy & Blade)	06.05.2022	06.05.2022	LPORS	Exp 06.05.2027
Service Delivery General Assistant	Fire Safety Awareness	18.05.2022	18.05.2022	QA Level 1 Award	Exp 18.05.2025
Service Delivery General Assistant	Powered Pole Pruner	30.06.2022	30.06.2022	LANTRA Awards	Exp 30.06.2027
Service Delivery General Assistant	Working at Height (RQF)	07.07.2022	07.07.2022	QA Level 2 Award	Exp 07.07.2025
Service Delivery General Assistant	Asbestos Awareness	26.08.2022	26.08.2022	Cert-ain Certification Ltd	Exp 26.08.2027
Cleaner / Caretaker	Fire Safety Awareness	18.05.2022	18.05.2022	QA Level 1 Award	Exp 18.05.2025
Service Delivery General Assistant	Manual Handling RQF)	21.04.2022	21.04.2022	QA Level 2 Award	Exp 21.04.2025
Service Delivery General Assistant	Fire Safety Awareness	18.05.2022	18.05.2022	QA Level 1 Award	Exp 18.05.2025
Service Delivery General Assistant	Brush Cutter (Trimmy & Blade)	06.05.2022	06.05.2022	LPORS	Exp 06.05.2027
Service Delivery General Assistant	Hedge Cutter	19.05.2022	19.05.2022	LPORS	Exp 19.05.2027
Service Delivery General Assistant	Powered Pole Pruner	30.06.2022	30.06.2022	LANTRA Awards	Exp 30.06.2027
Service Delivery General Assistant	Working at Height (RQF)	07.07.2022	07.07.2022	QA Level 2 Award	Exp 07.07.2025
Service Delivery General Assistant	Asbestos Awareness	08.07.2022	08.07.2022	Cert-ain Certification Ltd	Exp 08.07.2027
Service Delivery General Assistant	Abrasive wheels	08.07.2022	08.07.2022	Cert-ain Certification Ltd	Exp 08.07.2027
Casual Caretaker	Fire Safety Awareness	18.05.2022	18.05.2022	QA Level 1 Award	Exp 18.05.2025

Agenda Item 9

<u>Department</u>	<u>Requested A/L carried over</u>	<u>Requested TOIL carrid over</u>
<u>Services Department</u>		
Service Delivery General Assistant	0	0
Casual Caretaker	0	0
Cleaner / Caretaker	0	0
Service Delivery General Assistant	0	0
Service Delivery General Assistant	0	0
Assistant Service Delivery Manager	0	0
Administration Assistant	5	0
Service Delivery General Assistant	0	0
<u>Library Department</u>		
Community Hub Team Leader	2	0
Library and information assistant	1 Week (20 Hours)	0
Library and information assistant	1 Week (21 Hours)	0
Library and information assistant	1 Week (4 Days)	0
Library and information assistant	1 Week (14 Hours)	0
Library and information assistant	1 Week (20 Hours)	0
Library and information assistant	1 Week (19 Hours)	0
<u>Administration Department</u>		
Administration Officer	3.5	0
Receptionist and planning Administrator	3	0
Receptionist / Mayors Secretary	4	0
Senior Policy & Data Compliance Monitoring Officer	9	4hrs
Assistant Town Clerk	5	0
Town Clerk	5	0
Finance Assistant	5	0



**Easy
eyecare
for *your*
workplace**

Protect your employees' eyesight the easy way – with Specsavers Employee Eyecare. Our eVoucher offers are simple to understand, virtually administration free, and excellent value for money.

Specsavers is a family-run business, with more than 900 stores across the UK, managing manufacturing through to dispensing. We have millions of customers, but you can be reassured your employees will always receive personal one-to-one service and care.

Importance of eye health

An eye test is actually quite similar to having a check-up at the dentist, although a lot of people don't see it that way. Eye tests are important for indicating whether a person needs glasses, or needs to change their prescription, but that's not all. A full eye test can detect more serious health issues, such as high blood pressure, diabetes or glaucoma.

We recommend that everyone has an eye test at least every two years. Whether your employees are in front of a computer monitor, in an industrial environment or behind a steering wheel, we have an eVoucher that will allow you to safeguard their eyesight properly.

Employees also have the opportunity to pay for an Optical Coherence Tomography (OCT) scan if they wish. An OCT scan creates a detailed 3D image of the eye that could help us detect treatable eye conditions up to four years earlier. Ask our team in store for more details.

eVouchers

Page 19

We understand your employees' health is important so we have designed four corporate eyecare offers that you and they will appreciate:

- Visual Display Unit (VDU) Eyecare eVouchers (to cover DSE requirements)
- Safety Eyewear eVouchers
- Optical Care eVouchers
- Premium Club eVouchers

The eVouchers cover all aspects of eyecare for employees and are designed with you in mind.

The eVoucher system

Our eVoucher system allows you to control who within your business has access to order and to issue eVouchers. All eVouchers can be personalised to the individual they are being issued to, should you wish to record this. You can add the employee's name, employee number and cost centre for your own internal tracking purposes. eVouchers can be issued via email, straight to your employees, or you can print the eVoucher and distribute in the traditional way.

The eVoucher system allows daily reporting. You can see which employees have used their eVoucher, which are still to use them, and the outcome, for example, who has a Visual Display Unit (VDU) requirement*. You can also track the optometrists' recommended retest dates.

*The Health and Safety (Display Screen Equipment) Regulations 1992

As **easy**
as **1, 2, 3**

For you

1. Decide which eVouchers your business requires
2. Place your order online
3. On receipt of payment, eVouchers are available online to distribute to employees

For your employee:

1. Receive eVoucher from employer
2. Book appointment online or by phone
3. Present eVoucher prior to the eye test

We'll take care of all the administration from then onwards and there's no admin charge. It really is a simple, controllable and cost-effective scheme.

Any unused eVouchers can be returned for a full refund or replacement, provided you contact us up to 60 days after the expiry date.

Our dedicated customer service team is on hand to answer any questions you may have. They can be contacted via email uk.corporateeyecare@specsavers.com or telephone 0115 933 0800.

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VDU Eyecare eVouchers

£17 per eVoucher
(to cover DSE requirements*)



Benefit

- Full eye test
- One pair of glasses from the £49 range or £49 towards glasses, when required solely and specifically for VDU use
- £20 off when purchasing from the £99 range with Premium Club

Who's it for?

If your employees work for long periods in front of monitors, computer screens and other VDU, it can cause eyestrain. As an employer you are legally* required to provide and fund an eye examination to any employees using VDU. If glasses are required solely and specifically for VDU, you are also obliged to pay for basic frames and lenses.

*The Health and Safety (Display Screen Equipment) Regulations 1992.

The eVoucher

Each eVoucher provides a full eye examination. Should it be identified that your employee's prescription is required solely and specifically for VDU use, the employee will be able to select a pair of glasses from the £49 range, fitted with CR39 single-vision lenses plus scratch-resistant treatment, as standard. Alternatively, the £49 contribution can be used towards an upgrade to other frame ranges. Premium Club offers a further £20 contribution when glasses are selected from the £99 range or above.

Terms and conditions apply. See back of brochure for details.

Safety Eyewear eVouchers

£36.81 per eVoucher

Benefit

- A full range of safety eyewear to meet the individual needs of your employees (including JCB frames, exclusive to Specsavers)

Who's it for?

If your employees work in an industrial environment, they're potentially at risk of damaging their eyes. Our safety eyewear is specially designed to protect eyes from chemicals, sparks, metal fragments and machinery. The scratch-resistant safety lenses could help prevent a serious accident and, as they're prescription lenses, they can be worn in place of the employee's own glasses. All our safety glasses conform to EN166 S and EN166 F* specifications and are all British Standards kitemarked.

*EN166 F with addition of our polycarbonate lens option

The eVoucher

Safety Eyewear eVoucher - £36.81

This eVoucher entitles the holder to one complete pair of Specsavers' safety glasses, fitted with CR39 single-vision lenses plus scratch-resistant treatment, as standard. Two Safety Eyewear eVouchers will cover standard bifocal or varifocal lenses.

Safety Eyewear Lens Options eVoucher - from £12.62

For use in conjunction with the safety eVouchers detailed above.

Clip on UV tints	£12.62
Tint	£12.62
Polycarbonate	£12.62
Toughened glass	£12.62
Anti-reflection (for glass lenses only)	£12.62
UV treatment	£12.62
Reactions	£25.24
UltraClear SuperClean	£25.24

Terms and conditions apply. See back of brochure for details.

Page 22 Optical Care eVouchers

£35 per eVoucher



Benefit

- Full eye test
- One pair of glasses from the £49 range or £49 towards glasses
- £20 off when purchasing from the £99 range with Premium Club
- If no prescription is required, a pair of non-prescription sunglasses

Who's it for?

Any employee in your workplace, including offices and warehouses, or anyone who drives a company vehicle. Optical Care eVouchers entitle everyone to a full eye test and a contribution towards glasses, not just those required to have them under current legislation.

The eVoucher

Each £35 eVoucher provides a full eye test at any Specsavers store. If glasses are required, the employee will be able to select a pair of glasses from the £49 range, fitted with CR39 single-vision lenses plus scratch-resistant treatment, as standard.

Alternatively, your employees can use the £49 contribution towards a pair of glasses from a higher price range or have bifocal or varifocal lenses and simply pay the difference themselves. If the eye examination indicates that your employee does not need corrective glasses, they can choose a pair of non-prescription sunglasses from a selected range.

In addition, Premium Club offers a further £20 contribution when glasses are selected from the £99 range or above, giving a combined contribution of £69.

Terms and conditions apply. See back of brochure for details.

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Premium Club eVouchers

Free



Benefit

- £20 off glasses from £99 range or above

If you order any combination of our eVouchers, you can request our Premium Club eVouchers free of charge.

This eVoucher entitles the holder to a £20 discount off glasses from our £99 range or above. Also, employees can request two further Premium Club eVouchers annually, to be used by members of their family. All they have to do is present their eVoucher at any one of our UK stores and they are eligible for the same great discount.

Just tell us how many Premium Club eVouchers you would like to receive when you place your eVoucher order – don't worry if you run out as you can simply request more.

Terms and Conditions apply. See back of brochure for details.

Terms and conditions

Applies to all eVouchers: The minimum order is five eVouchers from any combination of our products (excluding Premium Club).

Specsavers Corporate Eyecare eVouchers: Can be redeemed at any Specsavers store in the UK and the Channel Islands. All eVouchers are non-transferable and cannot be exchanged for cash. Specsavers must be notified of your wish to exchange or refund expired eVouchers no later than 60 days after the expiry date to qualify for a reimbursement of full purchase cost. eVouchers returned after this date cannot be accepted and will not be reimbursed.

VDU Eyecare eVouchers: Upgrades to more expensive ranges and lens options at customer's expense. eVouchers are non-transferable and cannot be exchanged for cash. One eVoucher per transaction.

Safety Eyewear eVouchers: Specsavers Safety Eyewear eVouchers can be redeemed at any Specsavers store in the UK. Lenses supplied are CR39 unless otherwise requested. An additional safety eyewear eVoucher is required for multifocal safety glasses. Other lens options are available if appropriate number and type of lens option eVouchers are presented at time of redemption. Can be used only against a purchase of Specsavers safety glasses. Cannot be used in conjunction with 2 for 1 or other in-store offers. Cannot be exchanged in whole or in part for cash.

Optical Care eVouchers: Upgrades to more expensive ranges and lens options at employee's expense. Plano (non-prescription) sunglasses from a selected range. Cannot be exchanged in part or in whole for cash. Only one eVoucher per transaction.

Premium Club eVouchers: Please note that Premium Club eVouchers are provided free, and therefore Specsavers reserves the right to supply fewer Premium Club eVouchers than requested, or not to supply Premium Club eVouchers at all, at our discretion. Cannot be exchanged in whole or in part for cash or used with over-60s discount or student offers. Only one Premium Club eVoucher per transaction.

Specsavers Corporate Eyecare eVouchers and VAT: The sale of Specsavers Corporate Eyecare eVouchers is outside the scope of VAT. This means that VAT is not charged on the eVoucher invoice that you receive. We are required by law to charge VAT on the product element of the prescription eyewear at the point of sale when the eVoucher is exchanged for eyewear. VAT is not charged on the eye examination or the dispensing services included in the complete price of the eyewear. The VAT analysis is printed on the till receipt normally provided to our customers at the point of sale. If you wish to reclaim the VAT, an additional VAT invoice must be requested at the point of sale.

**Buy eVouchers online at
specsavers.co.uk/corporate**

Contact us to find out more

Tel 0115 933 0800

Email uk.corporateeyecare@specsavers.com

Website specsavers.co.uk/corporate

Admin Team Uniform Responses 15/02/2023

What are your thoughts regarding staff uniform in general?

Page 26

- I don't feel a uniform is necessary and does not aid me within my role. I am aware of how much the uniform costs and I'm unsure of the benefits of wearing it from the cost perspective. It does not affect how I interact with residents/visitors or colleagues. We wear lanyards and have staff badges which identify us as staff and I feel it gives STC an old fashioned feel.
- In general I do not mind uniform or really have a preference if I wear it or not. But I would like more flexibility and choice.
- I am happy to wear the uniform provided.
- Important in an environment where PPE is required. I would not like to be asked to wear my own clothes if I was a member of the SDT. Old fashioned approach. I believe that CC brought uniform in for staff in the libraries but it was withdrawn because some customers found it to be a barrier. The community engagement training mentioned that some people may find people in uniform less easy to approach. Where the requirement for uniform has a hierarchical approach it raises barriers (them/us) and doesn't promote the feeling of being in a 'team'. Wearing uniform makes me feel quite exposed and more of an object than an individual. I associate uniform with school! It would be appreciated if mandatory uniform was much more flexible to accommodate different personal needs and environmental conditions.

Thoughts if the Personnel Committee considered removing staff uniform?

Page 27

- I would welcome the opportunity to not wear uniform anymore and to be able to dress appropriately for the weather/body shape/menopause. Even though it would cost me money to supply my own clothes overall I would still prefer to not wear a uniform. My reasons for this are based on my concerns below.
- I would welcome whatever decision the Town Council made with good reasoning provided for clarity – They are my employer and I respect the decision they make.
- Equally, it wouldn't concern me if the Committee decided to remove staff uniform. I would abide by their decision. I would welcome this as it would give me the opportunity to be more comfortable and dress according to my needs. Being uncomfortable, particularly during long committee meetings, affects concentration. This does not mean I am going to dress inappropriately for a work environment (I never have). Members of staff can be identified by the lanyards they are required to wear. Line managers could discreetly advise if a member of their team is not deemed to be dressed appropriately.
- I would welcome this as it would give me the opportunity to be more comfortable and dress according to my needs. Being uncomfortable, particularly during long committee meetings, affects concentration. This does not mean I am going to dress inappropriately for a work environment (I never have). Members of staff can be identified by the lanyards they are required to wear. Line managers could discreetly advise if a member of their team is not deemed to be dressed appropriately.

Any concerns around staff uniform?

Page 28

- As a member of staff who is approaching menopausal age I am concerned about how I will cope wearing the current synthetic uniform. This coupled with the hotter summers we are experiencing concerns me, as the synthetic fabric is not comfortable to wear when it is hot. It's not a fabric I choose to wear and I often find in summer that it's too clingy and not breathable. It's stifling and I would much prefer to be able to dress for the weather instead of being expected to wear the same clothes no matter the time of year. There are currently no different top options for our shape and needs and I do not find it flattering. I am a very different shape to my colleagues and the one option we are given does not suit us all. The uniform can be uncomfortable when it is the 'time of the month' and feeling bloated, there is no give in it and it can be itchy. I have also had to put a wash on just to wash the uniform as I have run out, in the current cost of living crisis this is far from ideal. In winter I struggle to get it dry over the weekend. The uniform I have been given is predominantly 2nd hand so it's worn, bobbling and stretched
- No.
- I would appreciate a little flexibility around uniform. This would accommodate for the fact that women are different shapes and sizes and therefore have diverse requirements. For example, I prefer a stretch fabric top as I have arthritis in both shoulders and would find a more structured top difficult to put on. Early mornings and late evenings are the most difficult times those with arthritis. I would find it difficult to put on button through items, such as a blouse in the early morning.
- The use of synthetic fabrics do not meet the aims of the council to promote environmental sustainability. Cost to the public purse. The current uniform is uncomfortable and restrictive. (The skirt is really difficult to drive in.) It's also not smart/professional looking. There is no summer/winter option which is an issue with the extreme temperatures that we seem to be experiencing. There need to be options for different (and changing) shapes and allowing for health issues e.g. that may affect fit, comfort, ability to wear certain fabrics or even get certain garments on. With no changing facilities, there is the issue of the uniform making staff identifiable outside of the building, which might not always be welcome or appropriate.

Are you happy to wear uniform, if the current issued items are not deemed suitable, would different items/design be considered, if so any suggestions?

page 29

- If we are to still wear uniform I would request natural fibres, with options for different tops depending on our preference and body shape. Items that are cut specifically for women as the current fleece is oversized and not fitted. I don't think the fit of the uniform is smart, it's impossible for one uniform to suit every body shape and need. I would like a regular schedule of replacements and enough sets to not have to rush to wash it all the time.
- I am happy to wear a uniform but would reiterate I would prefer a flexible approach and more choice. All women are different shapes and sizes with different needs requiring to be considered. I personally prefer to wear a shift dress. I do not like to wear trousers. This would differ from others. I would like a more breathable fabric that is easier to wash as the current uniform is synthetic and often takes days to dry – especially if I do not have my heating on or if I cannot use the washing line. If I use the washing line the pegs make marks and therefore looks scruffy and misshaped. Not resulting in a professional look at all which I believe is what is trying to be achieved with staff wearing uniform. Different designs and options would be most welcome. Maybe a directive to wear Navy Blue may be an option the Town Council may wish to consider? Staff could purchase their own uniform – cost saving on the public purse whilst offering flexibility to employees for their different wants and needs, however still offering the appearance of professionalism and uniformity when employees liaise with the public
- I have carried out research previously with regard to uniform. There are only to my knowledge, two major companies providing professional uniforms at a reasonable price. It is extremely difficult to find items which will suit all staff due to differing body shapes and health requirements. For example, I preferred the long line cardigan previously provided to receptionists as part of their uniform when working at the Guildhall as it provided more warmth. However, as the library staff did not like this item, I acquiesced to wearing a shorter cardigan. The current uniform provides little warmth due to the synthetic fabric of both top and cardigan. Whilst a fleece has been provided, allowing staff to layer additional items, to provide more warmth in winter would be appreciated.
- Personally I would prefer not to wear uniform because I'm a funny shape and have other issues! However, if it is required please provide a wide choice of style and fabrics as we are all different shapes and have different needs. There also needs to be a replacement/renewal programme in place. Please could 'not wearing the correct uniform' not be a disciplinary issue? This has caused me a lot of anxiety when I've been having issues with the fit of my skirt!

Would it be useful to have a branded fleece for the Winter

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- No
- I am not keen on branding if I am completely honest. I already often get caught when on my lunch break in Fore Street from the public resulting in me not wanting to go out some days. The uniform stands out and people often recognise me. I don't see how a branded uniform is necessary when working in a non public facing office the majority of the time. I would question why branding would be wanted for office staff? What would be the purpose of spending the money on embroidery for staff who are not public facing? We already have name badges and lanyards another item with STC logos all over it seems excessive and not a suitable use of the historic Town Seals or public money.
- I am happy with the plain navy fleece provided. I would not be happy to wear a branded fleece. Service Delivery require to wear branded uniform, otherwise residents would wonder who is cutting grass or watering plants etc. However, the administration staff work in the Guildhall and have lapel badges and ID with Saltash Town Council lanyards. I have never worked in a professional office where administrative staff are required to wear branded items.
- No – I don't want to be identifiable outside of work. My approach to staying warm is thermal layers (usually a lot of them!).

Any other comments

Page 31

- If we to still wear a uniform I would request that it is based on a colour rather than specific garment choices. I am a different size and shape to my colleagues and I want to feel comfortable, smart and good about myself when I am at work.
- I really want to be constructive but am feeling a little frustrated with the whole thing. This has been ongoing for months now and I have expressed my thoughts on the uniform previously when asked. I feel this whole situation could have been discussed and resolved many months ago.
From memory when the Town Council requested we wear uniform we got what the library wanted/ needed. They seemed to have all the say and admin were exhausted with the to and fro-ing. The amount of parcels being received and then sent back was silly and such a waste of staff time. I have never complained and just got on with wearing the uniform provided – there are far more important things in life than if I wear uniform or not! Such a shame staff time and energy is being spent on this subject rather than the far more important work of the Town Council.
Can I add that I have hand me downs from previous staff members that do not fit, are ‘bobbly’ and I have sewn two cardigans back together due to holes. I have not received a new item of staff uniform in nearly 4 years as to not create another cost to the Town Council. If we are to receive a uniform I would request a schedule for replacements / additional items – God forbid should I put on weight. How embarrassing to have to come and ask for more uniform. I for one do not wish to discuss this any further and would request the Town Council make a decision once and for all and stick to it.
- I know that the Personnel Committee have many important and pressing issues to discuss. However, I would appreciate it if a decision could be made regarding uniform, in order that there might be no further discussion surrounding this matter.
- I appreciate being asked for my comments. Do any other town councils in Cornwall require all staff to wear uniform?

Library Team Uniform Responses

After thinking about this over the weekend, I'm probably 51% for uniform (as you don't have to think about what you wear) & 49% wear you own clothes.
However, if its my own clothes I don't think its right that we are told what colour to wear.

.....

After much deliberation, I think that as long as we wear nice trousers or skirts with a smart jumper/top in the winter, the colour doesn't really matter. In the summer it will be nice to wear cool dresses/skirts with blouses or tops. Easiest way to save money for us and the STC moving forward.

.....

I want to say about the uniform I prefer a smart casual look as I have worked in other Library authorities they have a smart casual look. I also like to wear a dress or a skirt than Trousers as its not my kinda style.

The uniform isn't great in my opinion since ive started here over a year ago. Saltash is the only library I have worked in that has a uniform or uniform policy.

.....

I would be in favour with the removal of the current staff uniform. The material of the top Nexio Viscose, Polyamide & Elastane at times aggravate my skin and can cause my eczema to flare up. The trousers also have a lining around the knees which I also find uncomfortable.

I would very much prefer to wear a cotton top. I am more than happy to wear all one colour of course maintaining a smart but causal appearance, as the job itself at times can be quite manual. The uniform itself is expensive and not at all of good quality, it pulls very easily and for the price looks cheap.

.....

Cycle 2 Work Scheme

Overview taken from:

https://uk.indeed.com/lead/how-the-uks-cycle-to-work-scheme-works?gclid=Cj0KCQiAx6ugBhCcARIsAGNmMbjZp8OulWff9Pr5UwlNK6Uqz6pZnwTFzoe2Xr0ZqCKPIxTxmtEkDgaAkAbEALw_wcB

Who is eligible for the Cycle to Work Scheme?

To see how the scheme works, employers should understand what salary sacrifice means. At its simplest, it means giving up part of your pre-tax salary each month for a non-cash employer benefit. This could be a boost to an employee's pension pot. Think of it as money taken from someone's salary that's not subject to tax or National Insurance (NI) contributions. Of course, the amount of salary employees receive each month is reduced, but this also decreases the amount of income tax and NI that's paid.

Pre-tax salary sacrifice schemes cover pensions, low-emission vehicles, employer-provided childcare, training courses and the Cycle to Work Scheme. Employees over 16 that earn at least minimum wage are eligible, as long as they are paid and taxed via a pay as you earn (PAYE) system.

How does the Cycle to Work Scheme actually work?

The biggest benefit to an employee in using the Cycle to Work Scheme is not having to pay upfront for a new bicycle. There are pros and cons to the Cycle to Work Scheme, but let's first look at the process that follows an employee's decision to want to cycle to work.

Initial steps to get cycling

1. An employer registers with a Cycle to Work Scheme provider.
2. The employee selects a bicycle. There used to be a limit of £1,000, but this limit was scrapped in 2019.
3. Their employer pays for the bike. Employers will save 13–15% on the cost of the bike because the employer NI contribution is lower. Employers also officially own the bike and hire it out to your employee. [Their employees could save up to 48.25% on the cost of the bike and equipment.](#)
4. Employees pays their employer back through salary sacrifice each month. The amount will vary depending on what you agree with your employee.
5. Employees gets to ride to work, [lose weight](#) while doing so, [reduce pollution and carbon footprint, and save money.](#)

There are some things to consider, such as who pays bike insurance. This is typically the rider's responsibility. If an employee decides to leave their organisation, the bike and equipment is still their employer's property, but they can provide options to their employee if they want to keep riding. Here are two ideas:

Post-employment cycle financing

1. An employer can offer to take the remaining cost of the bike from their employee's final salary, transferring ownership of the bicycle to them.
2. Draw up a new agreement whereby monthly payments continue until all repayments have been made. Of course, the bike becomes a taxable benefit when that employee stops working for their employer, so any advantages they originally enjoyed are now gone.

It's a good idea to have as much written into an employee's original contract when they enter into a Cycle to Work Scheme arrangement. This will help smooth any obstacles that come up, such as the above scenario.

What happens at the end of the agreed salary sacrifice period?

It's the end of the payment cycle, and an employee now has options. They could simply decide to give the bicycle back to their employer (or the scheme provider). They could buy the bike from their employer for a percentage of its market value, or they could pay them between 3–7% of the original value to extend the hire period for another term. At the end of the second term, they could buy the bike for between 3–7% of its original cost. [This last option is popular with 94% of people.](#)

And this is where the downsides of the Cycle to Work Scheme are more visible. When you hit specific obstacles such as end of employment, employees realise they don't actually own the bike or equipment. This is despite having to pay insurance costs, as well as maintenance and repairs.

We think the pros outweigh the cons, which is why it's important to be as open and clear as possible when an employer and their employee agree initial terms. Leave no room for error or misunderstanding about how the scheme works.

What is Cycle to Work Day?

The annual [Cycle to Work Day](#) is an opportunity for employers to raise awareness of how you can help your employees take to the saddle. It's a marketing exercise, but a worthwhile one in that you can stand out from other employers in highlighting the benefits of cycling to work. Before the day itself, which celebrates its 10th anniversary in 2022 on 4 August, employers can encourage their workforce to pedal to work, and tell non-riders about the Cycle to Work Scheme.

With savings to be made, as well as reductions in carbon footprint, cycling offers a way for employers to connect with employees and help them save money. And if it's true that [employees who exercise before work are more motivated and efficient](#), then there are definitely benefits for everybody.

End of Report

Never beaten on price

Get £5 FREE today

0% APR over £30

Home > [Help & Advice](#) > [Cycling](#) > [Buyers Guide](#) > [Cycle2Work](#)

Cycle2Work

Save up to 47%



How does it work?

How to apply

How to buy

What could I save?

What is a letter of collection?

How does it work ?

Cycle2Work is a government initiative which offers the most cost-effective way to get new cycling equipment. The scheme is ran through participating employers, meaning you do not have to pay tax or national insurance on these products – saving you up to 47%! This reduced cost is then simply deducted out of your payslip over 12 or 18 months.



How to apply

1

Employer code

If your employer has a live scheme, you'll either be given an employer code to sign up directly through Cycle2Work, or be pointed towards your benefits portal to apply. **Is my employer signed up?**

2

Choose your value

Choose your bike and/or accessories online at **Halfords** or **Tredz** before applying so you know the total value to apply for.

3

Sign up

Now that you have your employer code and total value, you're ready to **sign up**.

4

Approval

Once your employer has approved your application, you'll receive a **'letter of collection'**.



£

How to buy

5

Use your 'letter of collection'

You can buy your bike and/or accessories in store or online at **Halfords** or **Tredz** or you can shop at one of the Independent Bike Shops we work with. Visit our **store locator** to see participating retailers in your area.

6

Pay monthly

Once your scheme starts, the salary sacrifice will be deducted out of your payslip over 12 or 18 months.

7

End of scheme/Ownership

Once your hire period has come to an end, we'll get in touch to discuss your options. This will include the opportunity to extend the hire of the cycle at no additional cost until HMRC deem the value to be negligible. This is typically 4 or 5 years, and once this agreement has finished you will become the rightful owner!



What could I save ?

The amount you can save is dependent on the tax band you're in. Use our savings calculator below to see how much you can save.

Save up to 47%

Calculate Saving



What is a letter of collection?

- A letter of collection is what you use to purchase your bike and/or accessories
- Once you have applied and been approved for Cycle2Work, you will receive yours via email
- To redeem at Halfords or Tredz online, choose 'Cycle2Work' as a payment method at checkout and enter your Letter of Collection number.
- You can also redeem in store by taking your Letter of Collection with you.
- If you'd prefer to redeem your Letter of Collection at one of the independent bike shops we work with, please contact us on 0345 504 64444 or loc.allocations@halfords.co.uk with the name of the store you would like to use, the value of your letter of collection and your letter of collection number. We will then allocate to the store within 24 hours.



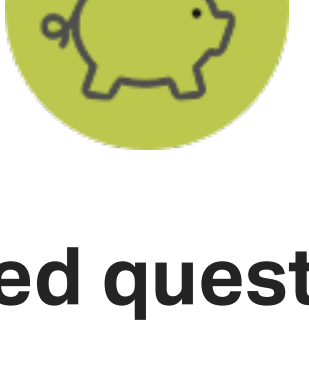
DAYS FREE INSURANCE

Learn more

Benefits of Cycle2Work



A fantastic way to boost your mental health
Reduce stress and improve your mood, productivity and sleep quality



A simple way to save money
Decrease unnecessary spending on fuel, parking, public transport and gym memberships

Frequently asked questions

- 1. How does it work? +
- 2. Application +
- 3. Redemption +
- 4. Responsibilities +
- 5. What can I get? +

Cycle2Work Retailers

Find Cycle2Work retailers close to you or browse a full list

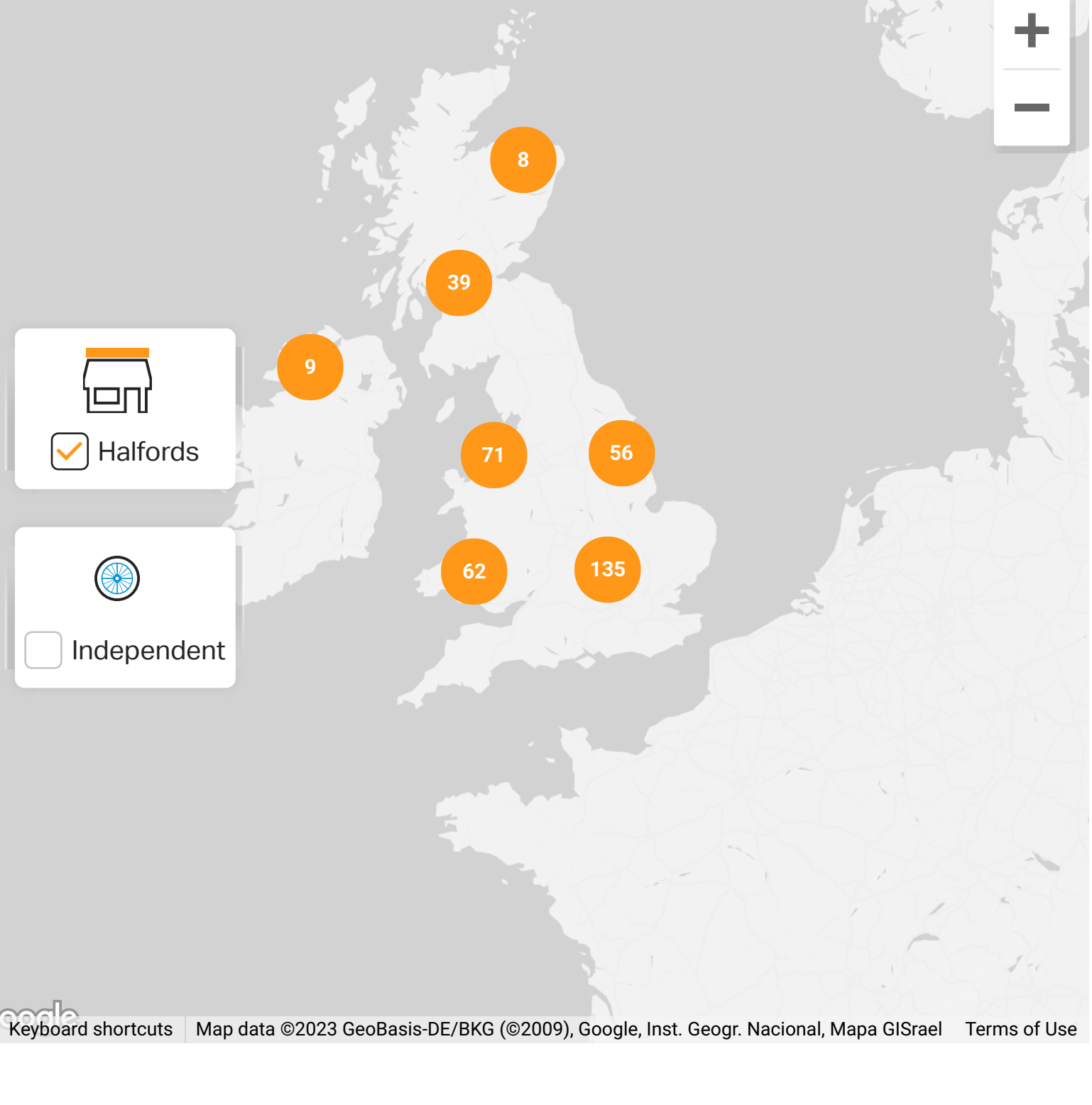
Near to me

Full List

Locations

Enter your postcode to find Cycle2Work retailers close to you.

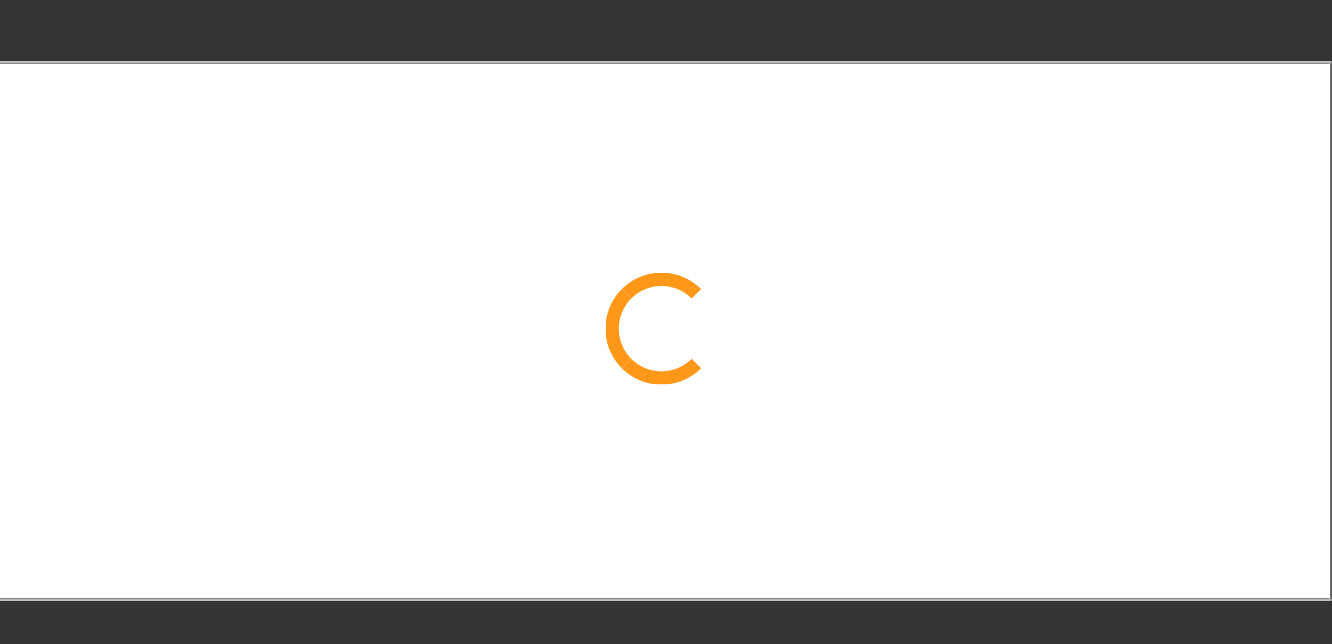
Postcode or location Search Use my location



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- Track my booking
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- Click & Collect
- Trade Card
- Payment Methods
- eGifts
- Covid-19 Updates
- Contact Us

Brands

A-Z of Brands

Car Services

- Free Car Check
- Free Tyre Check
- MOT
- Car Servicing
- Hybrid Service
- Car Repairs
- Tyres
- Tyres On The Drive
- Windscreen Chip Repair
- Halfords Mobile Expert
- Halfords Breakdown Cover
- Car Warranty

About Us

- Halfords Motoring Club
- Halfords Careers
- Investor Relations
- Price Match
- Programmes
- External Links
- Electrification Hub

Bike Services

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- Cyclecare
- Scootercare
- Bike Build
- Bike Servicing
- Bike Repair
- Lifetime Guarantee
- Re-cycle

Halfords Group

- Halfords.com
- Halfords.ie
- Halfords Blog
- Halfords Cycle2Work
- Halfords Havebike
- Halfords Trade Card
- Halfords Fleet Services
- Halfords For Business
- National Tyres
- Lodge Tyres
- Iverson Tyres
- Viking
- Tyre shopper
- AA Tyres





How it works

1. Employer enters agreement with Cycle2Work



2. Employer chooses scheme parameters



3. Employee makes online application and agrees to the terms and conditions



4. Employer approves application and implements salary sacrifice



5. Letter of collection automatically issues to employee via email



6. Invoice raised and sent to employer for payment

Register here 

Why choose Cycle2Work? 

*subject to credit check

I'm an employee

Save money and spread the cost

 Apply now



I'm an employer

Embrace a happier, healthier workforce

 Find out more



Latest News

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How Sustainable Travel Schemes Can Cut Commuting Costs

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06 Jan 2021
An update from our CEO

[Read more...](#)

21 May 2019
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Store Locator
Find your nearest participating retailer



Savings Calculator
Instantly see how much you could save



FAQs
All your questions answered



To receive a recommendation from the Devolution Sub Committee and consider any actions and associated expenditure

28/22/23 TO RECEIVE AN UPDATE ON SALTASH TOWN COUNCILS DEVOLUTION PROGRAMME AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Victoria Gardens - Cornwall Council revised Heads of Terms.

The Chairman informed Members that Cornwall Council are offering Saltash Town Council a leasehold or a freehold for Victoria Gardens and the Maurice Huggins Room by way of revised Heads of Terms.

The Chairman informed Members that the Town Councils Building Surveyor is due to undertake a Building Survey Report on Victoria Gardens only on the 20th April 2023.

The Town Clerk advised Members await the results of the Building Survey Report and Cornwall Councils Tree Condition Survey and Maintenance Report.

The Town Clerk informed Members that if it is important for the Maurice Huggins Room to be kept for community use then Cornwall Council may impose a covenant on the sale to ensure that is the case which would prevent commercial businesses using the property.

The Town Clerk informed Members that if the Town Council wished to pursue with a freehold the general maintenance of the area could have an operational impact on the Service Delivery Team therefore the matter would need to be considered at a Personnel Committee meeting.

It was proposed by Councillor Peggs, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th April 2023;

1. To approve Cornwall Councils revised Heads of Terms for a freehold to Saltash Town Council at a price of £1 for the Maurice Huggins Room and Victoria Gardens;
2. To accept Cornwall Councils offer to provide Saltash Town Council a grant in the sum of £5,000 to undertake repairs and maintenance works to the railings;

3. Points 1 and 2 above are subject to;
 - i. The results of Cornwall Councils Tree Condition Survey and Maintenance Report;
 - ii. The Town Councils Building Survey Report;
 - iii. Confirmation of insurance cover and related cost;
 - iv. The Personnel Committee identifying additional work levels to efficiently discharge the work required by the Town Council.

Saltash Town Council

Finance Officer

Applications are invited for the position of a permanent Finance Officer with immediate effect.

37 hours per week, variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required)

NJC 24-24, £31,099 - £34,723 local government pension scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

OR

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

OR

Email: judy@hrsupportconsultancy.co.uk

Applications will only be accepted on the official application form, CV's will not be accepted.

Please contact the email address above if you would like further information about the role prior to completing the application form.

Please note, previous applicants need not apply.

If you have not received a response within a week of the closing date, then your application on this occasion has not been selected.

Closing date: 3rd March 2023 at 5pm, however, please feel free to apply as soon as possible, as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Anticipated interview date: upon receipt of successful shortlisted candidate.



Job Description

FINANCE OFFICER

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening Town Council meetings as directed by the Town Clerk).

NJC scale: 24-28 £31,099 to £34,723

Responsible to: Town Clerk / Responsible Finance Officer (RFO).

Purpose of job: To assist the Town Clerk / RFO in ensuring that the Town Council finances are correctly run according to Local Government regulations and legislation and in liaison with the Town Clerk / RFO advise the Town Council and individual Councillors on financial matters in relation to subjects that are relevant to a Town Council function.

The Finance Officer will be a member of the Town Council Line Management Team and will cover for all duties of the Responsible Finance Officer and deputise when the RFO is absent from the office.

Duties:

1. To line manage the Finance Assistant.
2. To clerk meetings of the Town Council as required and in the absence of the Town Clerk RFO as directed by the Town Clerk / RFO.
3. Manage and oversee the calculation of salary payments to Town Council employees, including calculation of various deductions, pay increases, arrears of pay etc and the processing of data for computer input and payment.
4. Preparation and completion of all statutory returns as required including end of year return, liaising with the RFO for review prior to submission.
5. The maintenance of associated costing systems and the preparation of payroll cost information for management accounting purposes.
6. Manage and oversee the purchase order processing system ensuring correct allocation of items to budget codes and best price is obtained.
7. Manage and oversee the registering and clearing invoices for payment and processing the payment on to the bank account system.

8. Preparation of monthly accounts schedules for submission to Committees and Full Town Council and attend meeting as directed by the Town Clerk / RFO.
9. To prepare budget statements for the Town Council Committees and Sub-Committees as required. Including any necessary cash flow, income and expenditure statements for Town Council projects.
10. Processing, maintaining and updating S106, CIL Planning and other project accounts and report as required.
11. Manage and oversee the raising of invoices for goods/services provided by the Town Council.
12. Manage and oversee debtor's credit control by issuing final reminders and contact customers regarding all outstanding debts.
13. Manage and oversee the reconciliation of all bank accounts and operation of computerised cashbook system.
14. To manage budgets, ensure correct coding and the production of management reports.
15. To ensure the Town Clerk as the Responsible Finance Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
16. To manage and oversee the asset and inventory registers ensuring all remain up to date and compliant.
17. To obtain insurances quotes and monitor as required in line with the procurement of assets and other services acquired by the Town Council liaising with the Town Clerk / RFO.
18. To monitor staff sickness, training and annual leave registers reporting to Town Clerk / RFO prior to the Personnel Committee meetings.
19. Manage and oversee that accurate Human Resources records are applied to the Town Council's BrightHR (annual leave, sickness, rotas) and BrightPay (payroll) software and manual files.
20. Manage and administer the Local Government Pension Scheme, communicating to staff their entitlements and ensure the Town Council is abiding by current legislation.

21. Preparation and completion of draft financial policies for the Town Clerk / RFO consideration.
22. Preparation and submission of all budgets and supporting reports required for the budget setting and precept submission working closely with the Town Clerk / Responsible Finance Officer during that period and attending Town Council meetings as required by the Town Clerk / RFO.
23. To manage the Town Council bank accounts and returns to ensure where possible that best value is being achieved.
24. To propose new procedures to the Town Clerk / RFO in line with specialist financial knowledge.
25. To monitor that all staff carry out financial procedures and regulations reporting concerns to the Town Clerk / RFO.
26. To attend training courses or undertake continuous professional development as required by the Town Clerk / RFO.
27. To identify areas where best practice, income generation and cost saving initiatives can be implemented liaising with the Town Clerk / RFO.
28. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.
29. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

Person specification: Finance Officer

Attribute	Essential	Desirable
Education and Training	Finance/accounting qualification (at least AAT Full Membership or equivalent) Thorough knowledge and experience of: <ul style="list-style-type: none"> • Xero Accounting • Zahara • BrightHR • BrightPay • Microsoft Word • Microsoft Excel • Online banking • PAYE, Payroll and RTI • Automatic Enrolment and Pension • VAT • HMRC and current legislation • Audit processes • Monthly and End of Year Report and Returns • Petty Cash • Bank Reconciliation • Aged creditors • Nominal activity • Budget monitoring • Finalising year end accounts • Trial balance • balance sheet • Profit and loss • Prepayments • Accruals • Asset register 	Local Government Finance trained / experienced Professional body membership VAT partial exemption knowledge / experience
Technology / IT Skills	Excellent understanding of IT in order to perform office functions and other requirements of the role	Technology / IT Skills
Management of people	Line management experience	
Experience	Experience of working in an office IT literate Evidence of being organised tidy and systematic Ability to manage self and meet targets and deadlines Ability to understand budgets	Experience of working within a public sector environment. Finance Management/Supervisory experience

<p>Practical Skills</p>	<p>Ability to form constructive relationships with a diverse set of people including colleagues, key stakeholders, members of the community and Town Council</p> <p>Ability to understand budgets</p> <p>Ability to understand the legal framework in which the Town Council operates</p> <p>Ability to manage self and your team for maximum effectiveness</p> <p>Ability to meet targets and deadlines</p>	
<p>Personal Qualities</p>	<p>The ability to communicate effectively at all levels</p> <p>The ability to work under pressure and meet deadlines</p> <p>A willingness to undergo training</p> <p>Must be able to work with own initiative and as part of a team when necessary</p> <p>Punctual and efficient</p>	<p>Ability to think laterally</p> <p>Proactive</p>
<p>Leadership</p>	<p>Manages meetings and keeps people informed</p> <p>Involves other people proactively, coaches the team</p> <p>Promotes a fair and effective leadership environment</p> <p>Provides the team with a clear direction and acts as a role model</p>	
<p>Analytical Thinking</p>	<p>Breaks down problems into lists of tasks or activities or smaller chunks to handle more easily</p> <p>Manages the day by using a personalised 'to do' list</p> <p>Describes a problem by listing component parts, interested parties, cause and effect statements</p>	

	<p>Resolves problems through a 'step-by-step' process</p> <p>Describes problems in terms of links and sequences, and can see solutions and anticipate consequences</p> <p>Breaks problems down into linked parts and uses them to propose a solution</p> <p>Sequences events and demonstrates their linkages, when solving problems. Plan, do, check and act</p> <p>Makes a work plan, which includes contingency steps at key points from possible obstacles</p> <p>Thinks ahead and anticipates problems</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Other relevant factors	Ability to attend Town Council Committee meetings which would require working out of normal office hours (evenings)	



Saltash Town Council **Service Delivery General Assistant**

Applications are invited for the position of a permanent Service Delivery General Assistant with immediate effect.

37 hours per week, variable, worked over 7 days – Monday to Sunday.

NJC - 7 - 9, £22,369 - £23,194. Local Government Pension Scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

OR

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Tel: 01752 844846

OR

Email: humanresources@saltash.gov.uk

Applications will only be accepted on the official Town Council application form, CV's will not be accepted.

Please contact the email address above if you would like further information about the role prior to completing the application form.

Please note, previous applicants need not apply.

If you have not received a response within a week of the closing date, then your application on this occasion has not been selected.

Closing date: 5:00pm on Wednesday 22nd March 2023, however, please feel free to apply as soon as possible, as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Anticipated interview date: upon receipt of successful shortlisted candidate.

Job Description

SERVICE DELIVERY GENERAL ASSISTANT – GROUNDS MAINTENANCE

Hours:	37 hours per week variable as required over 7days.
NJC scale:	NJC 7-9
Responsible to:	Service Delivery Manager
Purpose of job:	To maintain all Town Council grounds to a high standard, including Churchtown Cemetery and St Stephens Churchyard. To maintain the Town Council premises / buildings to a high standard. To undertake the Town Centre cleaning rounds. To undertake evening and weekend shifts as specified in the Service Delivery General Assistants rota.
Place of Work:	Your normal place of work is Longstone Depot, Glebe Avenue, Saltash. However, you may be required to work at any of our other locations within Saltash, now or in the future, depending upon business needs.

TASKS.

1. To maintain the annual floral bedding displays and Hanging Baskets throughout the Town Centre and Waterside – planting, dead heading, restock if required, weeding and irrigation.
2. To deliver a routine and seasonal grounds maintenance and horticultural services for the Town Council - grass areas, shrubs and borders, hedges and hard surfaces.
3. Maintain Public Rights of Way – pruning back of hedges, undergrowth, and clearance of detritus as specified.
4. To undertake cultural weed removal from specified areas – lawns, borders and hard surfaces.
5. To undertake Weekly Safety Inspections of play area equipment to RoSPA specified criteria.
6. To assist with Hard and/or soft Landscaping projects on occasion.
7. To maintain clear and safe pedestrian access to all STC buildings, land and facilities in adverse weather conditions (e.g. clearing snow, gritting etc.)
8. To undertake cleaning as directed of all grounds, property and facilities including emptying bins, public toilets and placing refuse out for collection.
9. Supervise Funerals at Churchtown Cemetery where qualified as required.
10. To drive, operate and maintain vehicles and machinery where qualified as required.
11. To assist with town events as required.
12. To provide absence cover for staff and provide relief cover for staff at all STC sites, grounds or premises as required.
13. To undertake works, maintenance and repairs as may be required to Town Council property, land and equipment.
14. To undertake handypersons duties and repairs as directed by the Line Manager to Town Council property and equipment

15. To be responsible for security of premises, including safe custody of keys and setting of security alarm.
16. To monitor and report stock levels of consumable items such as fuel, grit, toiletries, light bulbs/tubes and arrange to replenish supplies in accordance with current procedures and COSHH regulations.
17. To report emergencies in the case of faults with gas, electric and water supply to a Line Manger or where not immediately available the Senior Member of Staff or regular contractors.
18. To liaise with personnel visiting any site such as service providers/contractors and ensure their health and safety compliance.
19. To ensure that the Town Council's Health and Safety/Maintenance inspections, records, and Risk Assessments are recorded and maintained for all buildings, land and services.
20. To practice and ensure compliance by yourself and others of all Health and Safety Regulations Codes of Practice when on or working on STC premises, facilities or land.
21. To ensure all lift and plant equipment is efficiently and effectively operated and maintained.
22. To observe safe working practices in carrying out required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
23. To report any faults with gas, electric and water supplies to your line manager.
24. To undertake training in line with the Health and Safety at Work Act 1974 and any other training as considered appropriate.
25. To operate in accordance with the diverse needs of the community to ensure equal access to service.
26. To work in accordance with the Town Council's policies and procedures.
27. This document, whilst outlining the duties, which it is anticipated, will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.
28. Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

Person Specification

SERVICE DELIVERY GENERAL ASSISTANT – GROUNDS MAINTENANCE

	Essential:	Desirable:
Qualifications:	<p>Full Clean Driving License</p> <p>English and Maths certificate or equivalent.</p>	<p>Driving Licence Category BE</p> <p>Lantra / NPTC certificates on Grounds Maintenance Equipment e.g.; brush cutter, pedestrian mower, chainsaw etc.</p> <p>Qualifications in safe use of General Maintenance tools and equipment e.g. abrasive wheels, circular saws, drills etc.</p> <p>Institute of Cemetery and Crematorium Management (ICCM) certificate.</p> <p>Royal Society for the Prevention of Accidents (RoSPA) - Play Safety Certificate</p> <p>Emergency 1ST Aid certificate.</p> <p>Health and Safety certificate. (IoSH)</p> <p>Fire Safety certificate.</p>
Occupational experience:	<p>General grounds inspection and maintenance.</p> <p>Horticulture knowledge and experience.</p> <p>Use and knowledge of grounds maintenance equipment.</p> <p>Building Maintenance and Cleaning knowledge and experience</p>	<p>Horticulture.</p> <p>Buildings Maintenance and Cleaning</p> <p>Evidence of being tidy and systematic.</p> <p>Fire Safety Trained.</p>

	Risk assessments, COSHH, Inspections and record keeping.	
Personal qualities:	<p>Ability to communicate effectively at all levels.</p> <p>Able to work flexible hours and weekends as required when scheduled on the rota.</p> <p>A willingness to learn new tasks.</p> <p>Ability to work unsupervised.</p> <p>Self-motivated as a lone worker.</p>	<p>Ability to think laterally.</p> <p>Proactive.</p> <p>Ability to anticipate client needs and grounds requirements and take action in advance.</p>
Physical requirements:	General wellbeing and physically able bodied.	

Human Resources Support Consultancy

16th March 2023

PERSONAL AND CONFIDENTIAL

Sinead Burrows
Saltash Town Council
Via Email

Dear Sinead

CONSULTANCY AGREEMENT

Following our conversations, below is our updated proposal for the service you require.

I am pleased to enclose the proposed Terms of Business and set out below my understanding of your requirements. HR Support Consultancy (HRSC) will provide Saltash Town Council with the following:

- Initial assessment of all current processes and policies to ensure legal compliance.
- Employment Policies, Procedures, and processes
- Employment Law Advice as required.
- Employment Law Training as required on basic principles of employment law.
- Development of the management team in understanding employment legislation including on site coaching and mentoring
- Support the business growth as required including attendance at Management Meetings (if required). Including recruitment and selection, performance management, absence management, investigations, grievances, disciplinaries and other matters as they arise
- Practical guidance and coaching at meetings involving employees. To include participation in relevant meetings
- Ongoing support in the use of the HR supplied toolkit and any other personnel matters that arise, either in person or via email and telephone. This will ensure consistency and fairness in approach and implementation.

This service is subject to a retainer fee of £682.50 plus VAT per month.

Additionally, we can offer a day rate for training courses of £400 plus VAT. If shorter course are required i.e. hour, two hours costs of these can be agreed before the course is run.

I am enclosing a second copy of this letter for your signature and return, as indication your formal acceptance.

We look forward to working with you in the future.

Yours sincerely,

Nicky Ackerley
Encs

Human Resources Support Consultancy

I accept the above proposal as set out in this Consultancy Agreement.

Signed

For and on behalf of:

Dated:

HUMAN RESOURCE SUPPORT CONSULTANCY

TERMS & CONDITIONS

1. DEFINITIONS

In these Terms and Conditions, the following definitions apply:

- a) "The Consultancy": Human Resource Support Consultancy.
- b) "The Client" means the person, firm or corporate body with whom The Consultancy undertakes to provide personnel related services.

2. THE CONTRACT

- a) The Client on issuing written instructions to the Consultancy accepts these Terms and Conditions.
- b) No variation to these Terms and Conditions shall be valid unless approved in writing by a member of the Consultancy.

3. FEES

- a) A scale of fees shall be provided to the Client in accordance with the level of services required.
- b) Extraneous costs likely to be incurred as a result of the work undertaken by the Consultancy will be agreed with the Client at the appropriate time. These costs could include: design, print, travel, other materials as necessary for the satisfactory completion of the Contract.
- c) A Client subscribing to the Consultancy will be invoiced monthly.
- d) A Client instructing the Consultancy for the purpose of providing individual personnel projects will be invoiced 50% of the agreed cost at the commencement of the project and the balance on completion.
- e) All fees will become payable within 14 days of invoice date. If they remain unpaid a 5% fee will be added to the invoice.

4. LIABILITY

- a) The Consultancy is covered by Professional Indemnity Insurance.

5. CONFIDENTIALITY

- a) Information provided by the Client to the Consultancy will be treated as confidential and will not be divulged to any third party.

6. HR SUPPORT CONSULTANCY DOCUMENTATION

- a) Documents produced by the Consultancy for use by the Client should not be reproduced for any purpose other than that of the Client's direct business.

Human Resources Support Consultancy

7. TERMINATION OF AGREEMENT
 - a) The Contract is subject to three months' notice of termination by either party.

8. DATA SHARING AND DATA SECURITY
 - a) HRSC and Saltash Town Council will be sharing data and personal details. Both parties hereby agree that each data controller for each company is responsible for meeting the requirements of the GDPR and the rights of data subjects will be protected. Every data processor from each company will ensure that they adhere to a duty of confidence, will take steps to ensure the security of processing, the notification of personal data breaches. The data processor must delete or return all data at the end of the contract. The data processor must also submit to audits and inspections and provide the other data controller with what ever information is required to ensure they are meeting their obligations.

 - b) Nothing within this contract relieves either data processor or data controller of its own direct responsibilities and liabilities under GDPR.

9. GENERAL DATA PROTECTION POLICY

Human Resource Support Consultancy is committed to privacy for everyone who accesses its services. We comply with the General Data Protection Regulations that are effective May 2018 to ensure that any data you provide to us is processed with due care and attention.

Human Resource Support Consultancy collects personal data to aid recruitment and other Human Resource operations. We collect Sensitive Personal Data only so far as is necessary and in compliance with legislation. By providing information to us, you consent to us using the information for the purposes of delivering our services to you.

We may pass Personal Data to third parties that help us process Personal Data. The security of this data is very important to us and Personal Data is only passed to third parties if necessary to carry out our normal operations we have agreed with you.

This Privacy Policy refers to all data however it is received.

Human Resource Support Consultancy seeks to use reasonable security measures to help protect against the loss and misuse of Personal Information under its control. The company in particular would make it known that transmission over the internet is not 100% secure and whilst we strive to protect your information we cannot guarantee its security.

Clients/Individuals have a right of access to their data that is held by us and you. If you or and employee raises a disclosure request we will support their request in conjunction with yourselves, please contact us and this will be facilitated. Clients/Individuals also have the right for data to be erased or corrected if it is found to be incorrect.

I accept these Terms and Conditions (1-9)

Human Resources Support Consultancy

Signed

For and on behalf of:

Dated:

To review Rosevale Accountants Payroll Services and consider any actions and associated expenditure.

1. To continue to outsource processing of payroll on a temporary basis to Rosevale Accountants;
2. Cost for Rosevale Accountants and BrightPay to process payroll - £8.50 + VAT per employee per month;
3. Cost for Rosevale Accountants and BrightHR of £12.00 + VAT per employee per month;

End of Report

Town Clerk