



Saltash Town Council

Konsel An Dre Essa



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

20 October 2023

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 26th October 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 29th June 2023 as a true and correct record. (Pages 4 - 15)
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 16)
8. To consider the Personnel Committee priorities for the next three years working within the six Town Council Strategic Priorities. (Page 17)
9. To receive Health Surveillance quotes and consider any actions and associated expenditure. (Pages 18 - 20)
10. To set the Personnel Committee Budget for the year 2024/25 recommending to the Policy and Finance Committee. (Page 21)
11. To receive the training budget, report back on training attended and consider training requests and any associated expenditure. (Pages 22 - 29)
12. To note the appointment of a Service Delivery Manager.
13. To note the appointment of a Service Delivery General Assistant and ratify any associated expenditure.
14. To receive the Service Delivery Christmas Hours and consider any actions and associated expenditure. (Page 30)
15. To review the Christmas Payroll and consider any actions and associated expenditure.

16. 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.

17. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.

18. To receive and consider a recommendation from the Services Committee held on 12th October 2023. (Page 31)

19. To receive the Organisational Structure and consider any actions and associated expenditure.

20. To consider any items referred from the main part of the agenda.

21. Public Bodies (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

22. To consider urgent non-financial items at the discretion of the Chairman.

23. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 29 February 2024 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 29th June 2023 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin, S Miller and B Stoyel.

ALSO PRESENT: J Turton (HR Support Consultancy), S Burrows (Town Clerk).

APOLOGIES: J Peggs

13/23/24 TO ELECT A CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Foster to nominate Councillor Martin.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Martin as Chairman.

Councillor Martin in the Chair.

14/23/24 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Dent to nominate Councillor Peggs.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Peggs as Vice Chairman.

15/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

16/23/24 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.

17/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 30TH MARCH 2023 AND THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 17TH APRIL 2023 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 Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 30th March 2023 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 17th April 2023 were confirmed as a true and correct record.

The Chairman announced the next item to be received is Agenda Item 26 – Public Bodies (Admission to Meetings) Act 1960, followed by all Part Two Agenda Items.

18/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Foster 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 in attendance noted the Chairman's statement.

19/23/24 TO RECEIVE A MOTION STUDY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

20/23/24 TO RECEIVE A REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** there will be no change to employees annual leave entitlement (P&C letter retained for internal audit check).

Judy HR Support Consultancy left the meeting.

21/23/24 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of a work experience request to assist with the Town Council's social media accounts and any PR work. They have just completed their degree in journalism at Marjons University and are looking for some experience.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to delegate to the Town Clerk to further investigate the work experience request and pursue if suitable, subject to relevant forms being in place.

It was **RESOLVED** to note the Town Clerk's report.

22/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

The Town Clerk advised the Chairman to take Agenda Item 8 as the next item - To consider Health and Safety reports as may be received.

23/23/24 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

It was **RESOLVED** to note.

24/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

25/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

26/23/24 **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The Town Clerk provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

It was **RESOLVED** to note.

27/23/24 **TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS AND ANY ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the training budget and staff training to date.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to approve for a Service Delivery General Assistant to undertake the Powered Pole Pruner training at a cost of £240 allocated to budget code 6676 Service Delivery Staff Training.

28/23/24 **TO RATIFY SERVICE DELIVERY TRAINING EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to ratify the below Service Delivery training of £695 allocated to budget code 6676 Service Delivery Staff Training:

1. Brushcutter/Trimmer LANTRA Certificate and card - £220.00
2. Hand Held Hedge Trimmers LANTRA Certificate and card - £220.00
3. Pedestrian and Ride-On Mower LANTRA Certificate and Card - £255.00

Councillor Foster gave his apologies and left the meeting.

29/23/24 **TO REVIEW EMPLOYMENT LAW TRAINING FOR MEMBERS OF THE PERSONNEL COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve Members of the Personnel Committee, the Chairman of the Town Council and the Town Clerk to attend Employment Law training on Wednesday 26th July 2023 delivered by HR Support Consultancy.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £450 allocated to budget code 6213 Councillor Training and Expenses.

30/23/24 **TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £270 allocated to budget code P&F Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting approval for Employment Law training cost of £90 allocated to budget code Service Delivery Staff Training;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Library Sub Committee meeting approval for Employment Law training cost of £90 allocated to budget code Library Staff Training;

31/23/24 **TO NOTE THE APPOINTMENT OF A FINANCE OFFICER.**

It was **RESOLVED** to note the appointment of a Finance Officer.

32/23/24 **TO RATIFY RECRUITMENT AGENCY COST.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to ratify the recruitment agency and HR cost of £6,504.70.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Policy and Finance Committee a virement of £6,000 from budget code P&F Staffing Contingency to 6701 Staff Recruitment to cover the above associated cost.

33/23/24 **TO NOTE THE DEPARTURE OF A SERVICE DELIVERY GENERAL ASSISTANT.**

It was **RESOLVED** to note the departure of a Service Delivery General Assistant and to wish them all the best for the future.

34/23/24 TO RECEIVE AN UPDATE ON THE RECRUITMENT OF A SERVICE DELIVERY GENERAL ASSISTANT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk updated Members on the recruitment process and closing date of 7th July 2023 at 5pm.

It was **RESOLVED** to note.

35/23/24 TO RECEIVE AN UPDATE ON THE RECRUITMENT OF A SERVICE DELIVERY MANAGER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members of the shortlisting process. Interviews are to be held on 7th July 2023.

It was **RESOLVED** to note.

36/23/24 TO FURTHER REVIEW THE CYCLE 2 WORK SCHEME REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to not pursue the Cycle 2 Work Scheme due to lack of interest but to direct staff to the Bike Space Devonport - <https://www.bikespace.org.uk/>

37/23/24 TO REVIEW PROVISION FOR FLU AND COVID JABS FOR ALL TOWN COUNCIL OFFICERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to approve provisions for flu and covid jabs, if appropriate, for all Officers allocated to budget code 6654 Staff Welfare.

38/23/24 TO RECEIVE A RECOMMENDATION FROM THE DEVOLUTION SUB COMMITTEE AND CONSIDER ANY ACTION OR ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Service Delivery Manager's report and areas of responsibility at Victoria Gardens under Cornwall Council's Leasehold within the existing staffing levels.

39/23/24

TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to continue with the temporary appointment of Rosevale Accountants to outsource processing payroll and to further review at the Personnel Committee meeting to be held on 29th February 2024 at a cost of £8.50 + VAT per employee per month.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to vire £1,034 from Staff Contingency to 6305 Finance Software to cover the above associated cost.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order 2.V - A meeting shall not exceed a period of 2 ½ hours.

Councillor Martin left the meeting.

40/23/24

TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Martin returned to the meeting.

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

1. To approve the training plan (12 month cycle) delivered by Rosevale Accountants to the Finance Officer up to and including w/c 25th March 2024, reporting to the Town Clerk / RFO, (as attached),
2. The Town Clerk to oversee and manage reduction in training hours in accordance with the training plan or earlier,
3. To approve Rosevale Accountants additional 68 hours worked at £29 + VAT per hour totalling £1,972 (as attached);

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Policy and Finance:

4. To continue with the appointment of Rosevale Accountants up to 30hrs per week at a cost of £29 + VAT per hour up to 31st December 2023 and £33 + VAT from 1st January 2024, allocated to budget code 6661 P&F Finance Consultancy Fees,
5. To recommend a virement of £21,487 from P&F staff contingency to 6661 P&F Finance Consultancy fees to cover the work of Rosevale Accountants from 1st July to 31st March 2024 plus additional 68 hours worked.

41/23/24 **TO RECEIVE A REPORT ON THE BRIGHT HR CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve a 5-year Bright HR contract for absence management, annual leave, and HR needs at a monthly fee of £3.00 + VAT per employee;
2. To allocate to budget code 6662 HR Professional Fees;

It was proposed by Councillor Stoyel, seconded by Councillor Dent and resolved to **RECOMMEND** to Policy and Finance:

3. To vire £2,700 from 6652 Staffing Contingency to 6662 HR Professional Fees, to cover the associated cost (HR Support Consultancy, Bright HR software and Rosevale Accountants processing data).

42/23/24 **TO REVIEW THE 'SALTASH DAY' FOR THE YEAR 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council:

1. Half a day be awarded to all staff on Friday 22nd December 2023, finishing at 12:30;
2. The Christmas shutdown period commences on Friday 22nd December 2023 at 12:30 and re-opens on Tuesday 2nd January 2024 at 9am.

This will not apply to operational staff who are required to remain on duty during this period by an agreed on call rota system to carry out essential Services in the town.

43/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

44/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 26 October 2023 at 6.30 pm

Rising at: 9.20 pm

Signed: _____
Chairman

Dated: _____

Personnel Committee - Personnel Budget 2023-24

Saltash Town Council

For the 6 months ended 30 September 2023

Account	Actual EMF Balances		To/From Reserves & Budget Virements	Budget	Actual YTD	Budget Available	Budget	Budget	Budget	Budget
	2022/23	B/F 2022/23	2023/24	2023/24	2023/24	2023/24	2024/25	2025/26	2026/27	2027/28
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST PE Staff Welfare	627	0	0	1,693	85	1,608	1,864	2,053	2,260	2,488
6662 ST PE HR Professional Fees	14,386	0	2,700	10,282	5,738	7,244	11,321	12,464	13,723	15,109
Total Personnel Expenditure	15,013	0	2,700	11,975	5,823	8,852	13,185	14,517	15,983	17,597
Total Personnel Operating Expenditure	15,013	0	2,700	11,975	5,823	8,852	13,185	14,517	15,983	17,597
Total Personnel Operating Surplus/ (Deficit)	(15,013)	0	(2,700)	(11,975)	(5,823)	(8,852)	(13,185)	(14,517)	(15,983)	(17,597)
EMF Personnel Expenditure										
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	0	685	0	6,398	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	6,000	0	6,555	1,673	0	0	0	0
Total EMF Personnel Expenditure	2,019	7,941	6,000	685	6,555	8,071	0	0	0	0
Total Personnel Expenditure (Operational & EMF)	17,031	7,941	8,700	12,660	12,378	16,923	13,185	14,517	15,983	17,597
Total Personnel Budget Surplus/ (Deficit)	(17,031)	(7,941)	(8,700)	(12,660)	(12,378)	(16,923)	(13,185)	(14,517)	(15,983)	(17,597)

To/From Reserves & Budget Virements 2023/24

1. Virement from 6694 P&F Staff Contingency to 6701 PE Staff Recruitment - £6,000 - P&F 43/23/24
2. Virement from 6694 P&F Staff Contingency to 6662 ST PE HR Professional Fees - £2,700 - P&F 43/23/24

To receive a report on Saltash Town Council Draft Strategic Priorities and consider any actions

1. Boosting Jobs and Economic Prosperity:

To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.

2. Health and Wellbeing:

To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.

3. Housing:

To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council.

4. Travel and Transport;

To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.

5. Climate Emergency;

To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.

6. Recreation and Leisure;

To continue to provide, support and improve in Saltash, play parks, open green spaces, library service, leisure and sport facilities, and cultural activity, and to acknowledge our unique position on the Tamar and Lynher Rivers.

Annual Health Surveillance Quotation

We have a team of technicians who are to undertake all statutory health surveillance and general health screening to include:

- Spirometry
- Audiometry
- Skin
- Hand Arm Vibration
- Vision
- Musculoskeletal

Once the assessments have taken place all of the documentation is reviewed by [REDACTED] and she will advise of any recommendations, if required.

We would be more than happy to assist you with health surveillance.

Our onsite day rate **without** the mobile medical unit is £575, however if you require the mobile medical unit then this will incur an additional cost of £625.

We will be able to assess a maximum of 7 employees per day and review all documents and provide the relevant certificates, this is all included within the day rate stated above.

If you would like to talk through your requirements, please do not hesitate to call us on [REDACTED]
[REDACTED]

Health Surveillance

Under health and safety law employers are responsible for managing health and safety risks in their businesses.

When required, it is your legal duty to provide:

Spirometry (Lung Function Tests):

There are many substances that you may come into contact with which could damage your lungs while at work, such as:

- Liquids
- Dusts
- Fumes
- Vapour
- Spray or mist
- Gas
- Biological agents



Audiometry (Hearing Tests):

Exposure to noise can cause hearing damage and tinnitus.

Hand Arm Vibration Syndrome (HAVS) Tests:

HAVS caused by exposure to vibration at work is preventable, but is permanent when the damage has been done.



Skin-screening:

Exposure to certain substances can cause irritation of the skin/dermatitis.

What is Health Surveillance?

Health surveillance is a system of ongoing health checks required by law for employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health.



If your risk assessment shows you need health surveillance for any reason, you must provide it.

Judy Turton
HR Support Consultancy



4th October 2023

Dear Judy

Thank you for your enquiry regarding health surveillance namely hearing, eyes, HAVs and skin/ dermatitis

Following your email , I thought it may help you give you a little background about us. We are a small business serving local companies and as such we aim to be quite flexible and try and adapt our services to suit each client we work with. We work on the customer sites as our current clients prefer this because it reduces employee time spent away from the work place.

I understand the employees who require health surveillance are undertaking maintenance and cleaning, using strimmer's, hedge cutters, brush cutters, lawn mowers etc. In view of this I would also suggest you consider lung function, as some plants, chemicals and oils can be linked to respiratory problems. This is quite a simple test and is quite easy to include and would not add to the cost for you

I am not quite sure what eye test you are looking for, eye tests could be undertaken for a variety of reasons eg

- to assess colour blindness where colour perception is important to the role.
- near sight may be tested if they are assessing intricate quality of work or
- distance vision for those driving or operating plant to ensure their sight is within legal limits for driving.

There could be other reasons for undertaking a visual test, but those above are the most common although they are more about fitness for the role than Health surveillance, but if you give me more detail I will try and help further.

To give you a little detail on the actual tests themselves please see below

Lung function is a physical test, with a **skin assessment** being a questionnaire with physical check if any problems are identified, these are usually undertaken 6 monthly or annually depending on the risk assessment and level of risk.

HAVs is normally undertaken at Tier 2 level initially with a questionnaire. There are 4 levels and if any symptoms were a cause for concerns then a Tier 3 would be required. This is more physical in depth testing and takes around an hour; we are qualified to Tier 3, but this would then be arranged at another time

Routinely this is an annual assessment

Hearing tests for those working in noisy areas or where hearing protection is required. The first time this is undertaken is seen as a baseline which would then be followed up in 12 months. Subsequent testing is then usually 2-3 yearly depending on the individual results

Although you are only looking at testing for 6 employees with travel time to and from Saltash we would have to book out a whole day at a cost of £625

We would be able to send the health questionnaires through before we arrived so that each employee can fill in what they can and this allows us time to discuss them fully with each employee and identify any problems

As the medical records are deemed confidential these would be accessible to occupational health only, currently we aim to keep these on side in a locked box of which we would hold the key. We would then issue a certificate of health surveillance with any recommendations and advice.

I hope this is helpful, please do come back to me if you have any queries or questions or if we can help further

Kind regards

[REDACTED]

[REDACTED]

COMPANY C

Health Surveillance

- Audiometry,
- HAVS Tier 2,
- Respiratory Assessment
- Dermatitis

The above would involve an appointment of 45 mins per employee.

Musculoskeletal assessment can be added on if required needing a further 10 mins.

Sometimes, after HAVS 2 a person needs a HAVS Tier 3 assessment which takes around 45 mins.

My daily cost for Health Surveillance is **£582** which allows for up to 6 hours of on-site appointments.

There is usually an additional mileage charge.

Agenda Item 10

Personnel Committee - Personnel Budget 2023-24
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/202 5	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Personnel Operating Expenditure												
Personnel Expenditure												
6654 ST PE Staff Welfare	627	0	0	1,693	85	1,608	2,385	£1,200 for vaccinations. £800 Occupational health surveillance checks. 5 eyetest vouchers £85 + Contingency £300	2,560	2,747	2,948	3,164
6660 ST Staff Recognition (Re-instate Code)							250	Reinstate code	250	250	250	250
6662 ST PE HR Professional Fees	14,386	0	2,700	10,282	4,756	8,226	9,380	HR Consultancy £8,800. DBS Checks £580	10,065	10,800	11,589	12,435
Total Personnel Expenditure	15,013	0	2,700	11,975	4,841	9,834	12,015		12,875	13,797	14,787	15,849
Total Personnel Operating Expenditure	15,013	0	2,700	11,975	4,841	9,834	12,015		12,875	13,797	14,787	15,849
Total Personnel Operating Surplus/ (Deficit)	(15,013)	0	(2,700)	(11,975)	(4,841)	(9,834)	(12,015)		(12,875)	(13,797)	(14,787)	(15,849)
EMF Personnel Expenditure												
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	0	685	0	6,398	0	To be agreed at committee meeting	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	6,000	0	6,555	1,673	0	To be agreed at committee meeting	0	0	0	0
Total EMF Personnel Expenditure	2,019	7,941	6,000	685	6,555	8,071	0		0	0	0	0
Total Personnel Expenditure (Operational & EMF)	17,031	7,941	8,700	12,660	11,396	17,905	12,015		12,875	13,797	14,787	15,849
Total Personnel Budget Surplus/ (Deficit)	(17,031)	(7,941)	(8,700)	(12,660)	(11,396)	(17,905)	(12,015)		(12,875)	(13,797)	(14,787)	(15,849)

To receive a report on Training Budget

Budget Code	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24
6678 ST GH Staff Training (Guildhall)	£1,129.00	£565.00	£0.00	£1,694.00
6682 ST LI Staff Training (Library)	£0.00	£1,101.00	£168.00	£933.00
6656 ST PF Staff Training		£4,542.00	£777.00	£3,765.00
6676 ST SE Services Delivery Staff Training	£757.00	£11,010.00	£2,117.00	£9,650.00
TOTAL	£1,886.00	£17,218.00	£3,062.00	£16,042.00

Finance Officer
End of Report

Admin Department

<u>Team Member</u>	<u>Training Provider</u>	<u>Cost</u>	<u>Course Title</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Expiry Date (If Applicable)</u>	<u>Qualification Obtained (If Applicable)</u>
Town Clerk	Hygiene 2 Health	£17.50 + VAT	Workplace Health & Safety	N/A			
Town Clerk	Hygiene 2 Health	£17.50 + VAT	COSHH	N/A			
Town Clerk	Hygiene 2 Health	£17.50 + VAT	Leadership Skills	N/A			
Town Clerk	Hygiene 2 Health	Combined course fee	FAA Level 3 Award In Emergency First Aid At Work	N/A	12/07/23	12/07/26	Attended
Town Clerk	Hygiene 2 Health	£17.50 + VAT	Effective Delegation	N/A			
Town Clerk	CALC	£30 + Vat	Addressing Conflict between Employees and Members, including Code of Conduct Issues.	02/10/23			Booked
Administration officer	Breakthrough Communications	£30 + VAT	Communicating with Your Community Creating a communications strategy		04/07/23		Attended
Assistant Town Clerk	Breakthrough Communications	£30 + VAT	Engage more effectively with young people	06/07/23	06/07/23		Attended
Assistant Town Clerk	Hygiene 2 Health	£17.50 + VAT	Assessing Display Screen Equipment	N/A	04/07/23		Awarded
Assistant Town Clerk	Hygiene 2 Health	£17.50 + VAT	Display Screen Equipment	N/A			Awarded
Assistant Town Clerk	Breakthrough Communications	£30 + VAT	Data Protection & GDPR for Clerks & Officers Part 1: Foundations & Theory	06/07/23	06/07/23		Attended
Assistant Town Clerk	Breakthrough Communications	£30 + VAT	Data Protection & GDPR for Clerks & Officers Part 2: Accountability & Lawfulness	10/07/23	10/07/23		Attended
Assistant Town Clerk	Breakthrough Communications	£30 + VAT	Data Protection & GDPR for Clerks & Officers Part 3: Rights & Information Security	14/07/23	14/07/23		Attended
Assistant Town Clerk	Cornwall Council	No Value	Planning Induction refresher session	N/A	11/07/23		Attended
Assistant Town Clerk	Hygiene 2 Health	Combined course fee	FAA Level 3 Award In Emergency First Aid At Work	N/A	12/07/23	12/07/26	Attended
Assistant Town Clerk	SLCC	£144	Introduction to the work of a local council (ILCA)	11/07/23	25/09/23		Passed
Assistant Town Clerk	ICCM	£140	Cemetery Management and Compliance Course	10/10/23	11/10/23		Attended

Finance Department

<u>Employee</u>	<u>Training Provider</u>	<u>Cost</u>	<u>Course Title</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Expiry Date (If Applicable)</u>	<u>Qualification Obtained (If Applicable)</u>
Finance Officer	Hygiene 2 Health	Combined course fee	FAA Level 3 Award In Emergency First Aid At Work	12/07/23	12/07/23	12/07/26	Attended
Finance Assistant	Hygiene 2 Health	Combined course fee	FAA Level 3 Award In Emergency First Aid At Work	12/07/23	12/07/23	12/07/26	Attended
Finance Officer	The Parkinson Partnership	£30	Budgeting for Clerks and Finance Staff	14/09/23	14/09/23	N/A	Attended
Finance Officer	The Parkinson Partnership	£0	New Clerks Finance	19/09/23	19/09/23	N/A	Attended
Finance Officer	The Parkinson Partnership	£30	Internal Controls	27/09/23	27/09/23	N/A	Attended
Finance Officer	The Parkinson Partnership	£30	VAT for VAT Registered Councils	03/10/23	03/10/23	N/A	Attended
Finance Officer	Cornwall Council Pension	£0	Employers Pension Scheme Update	20/09/23	20/09/23	N/A	Attended

LIBRARY DEPARTMENT							
Employee	Training Provider	Cost	Course Title	Start Date	Completion Date	Expiry Date (If Applicable)	Qualification Obtained (If Applicable)
Community Hub Team Leader	Hygiene 2 Health	Combined course fee	First Aid Training	12/07/23	12/07/23	12/07/26	Attended
Library and information assistant	Hygiene 2 Health	Combined course fee	First Aid Training	12/07/23	12/07/23	12/07/26	Attended
Library and information assistant	Hygiene 2 Health	Combined course fee	First Aid Training	12/07/23	12/07/23	12/07/26	Attended
Library and information assistant	Hygiene 2 Health	Combined course fee	First Aid Training	12/07/23	12/07/23	12/07/26	Attended
Library and information assistant	Hygiene 2 Health	Combined course fee	First Aid Training	12/07/23	12/07/23	12/07/26	Attended
Community Hub Team Leader	CC Online	NA	E Learning Info Governance	01.06.23	01.06.23	01.07.23	Attended
Community Hub Team Leader	CC online	NA	E Learning Cyber Security	01.06.23	01.06.23	01.07.23	Attended
Community Hub Team Leader	CC Online	NA	E Learning Understanding perspectives	01.06.23	01.06.23	01.07.23	Attended
Community Hub Team Leader	CC online	NA	Soprano Software Training	10.07.23	NA	NA	Attended
Library and information assistant	CC online	NA	Soprano Software Training	10.07.23	NA	NA	Attended
Library and information assistant	CC online	NA	Soprano Software Training	10.76.23	NA	NA	Attended
Library and information assistant	CC online	NA	Soprano Software Training	10.07.23	NA	NA	Attended
Library and information assistant	CC online	NA	Soprano Software Training	10.07.23	NA	NA	Attended
Library and information assistant	CC online	NA	Soprano Software Training	10.07.23	NA	NA	Attended
Library and information assistant	CC online	NA	Soprano Software Training	10.07.23	NA	NA	Attended

Service Delivery Department

Team Member	Training Provider	Cost	Course Title	Start Date	Completion Date	Expiry Date (If Applicable)	Qualification Obtained (If Applicable)
Service Delivery General Assistant	Hygiene 2 Health	Combined course fee	FAA Level 3 Award In Emergency First Aid At Work	N/A	12/07/23	12/07/26	Attended
Assistant Service Delivery Manager	Focus Training	£877.00 Net	Initial & Periodic Inspection and Testing of Electrical Installations		31.08.2023		City & Guilds Level 3 Award
Assistant Service Delivery Manager	Hygiene 2 Health	£32.50 Net	Basic Legionella Management	21.09.2023	21.09.2023		Certificate of online training
Assistant Service Delivery Manager	Hygiene 2 Health	£17.50 Net	COSHH	23.09.2023	24.09.2023		Certificate of online training
Service Delivery General Assistant	Hygiene 2 Health	£32.50 Net	Basic Legionella Management	20.09.2023	20.09.2023		Certificate of online training
Service Delivery General Assistant	Hygiene 2 Health	£17.50 Net	COSHH	20.09.2023	20.09.2023		Certificate of online training
Service Delivery General Assistant	Hygiene 2 Health	£17.50 Net	COSHH				Certificate of online training
Service Delivery General Assistant	Hygiene 2 Health	£17.50 Net	COSHH				Certificate of online training
Administration Assistant	Hygiene 2 Health	£17.50 Net	COSHH	02.10.2023	03.10.2023		Certificate of online training
Cleaner / Caretaker	Hygiene 2 Health	£17.50 Net	COSHH	02.10.2023	03.10.2023		Certificate of online training

Training Request: Assistant Service Delivery Manager - City & Guild Electrical 2365-02 Level 2 Diploma

Following on from our correspondence we are now looking to set a start date for the below course.

This will likely start in April 2024 but so that you have the information and cost please see below.

There will be some in house practical elements that will take place in our Exeter centre.

City and Guilds Level 2 Diploma in Electrical Installations (Buildings and Structures) 2365-02

Overview

This is a level 2 course which is designed to provide theory and practical training and assessment for those who are eligible to undertake the Experienced Worker Assessment and require a suitable Level 2 qualification. **This qualification does not make candidates fully qualified electricians.**

Who is this course aimed at?

This course is ideally suited for those who are eligible to undertake the Experience Worker Assessment and require a suitable Level 2 qualification.

How long will the course take?

Typically, one-year comprising of self-guided learning supported by:

- On-line evening sessions
- Practical assignments to be undertaken in our Exeter centre
- On-line exams which can be taken in any of our centres by arrangement

What topics will it cover?

- Health and safety in building services engineering
- Principles of electrical science
- Electrical installations technology
- Installation of wiring systems and enclosures
- Communicate with others within building services engineering

Is there an exam?

There are four multiple choice online assessments which can be undertaken in any of our centres by arrangement, plus two practical assignments.

What books do I need?

BS7671 and the On-Site Guide

When will I know if I have passed?

Provisionally on completion of each assessment subject to quality assurance.

How much will it cost?

£1,587.00 ex VAT.

Centre Coordinator (Redruth)
The Focus Training Group

To consider training requests – By-Standing Training – Front Facing Roles

Safer Saltash are organising by-standing training which looks to assist in how to handle aggressive behavior in a safe way.

Training will be provided locally and available via a link to Eventbrite to book a space. The date is 24th November 2023.

Cost – free of charge.

Further details to be provided by Safer Saltash.

Members are asked to consider sending appropriate staff members on the training course provided.

**End of report
Town Clerk/RFO**

To receive the Service Delivery Christmas Hours and consider any actions and associated expenditure

The Services Committee noted the reduction in the Services provided over the Christmas period and that the Personnel Committee are to review the working hours to ensure sufficient cover is in place.

Tasks to be fulfilled:

- Public toilets to be opened, cleaned and replenished;
- All STC Building Assets and Sites to be checked, including the Pontoon, Parks and Cemeteries;
- STC Parks and Cemetery bins to be emptied, and the Sites litter picked;
- Checks to be carried out on all Christmas Lights and Trees;
- Empty black book box at the Library and transfer books to the internal crate;
- Final check and lock up all public toilets.

Staff have been consulted regarding the following working hours:

Friday 22nd December close at 12:30 – casual caretaker to lock toilets

Saturday 23rd December 08:15 – 12:15 and 13:45 to 17:15

Sunday 24th December 08:15 – 12:15 and 13:45 to 17:15

Monday 25th December 08:00 – 09:30 and 16:15 – 17:15 **(toilets to be opened, cleaned, and closed only)**

Tuesday 26th December 08:15 – 12:15 and 13:45 to 17:15

Wednesday 27th December 08:15 – 12:15 and 13:45 to 17:15

Thursday 28th December 08:15 – 12:15 and 13:45 to 17:15

Friday 29th December 08:15 – 12:15 and 13:45 to 17:15

Saturday 30th December 08:15 – 12:15 and 13:45 to 17:15

Sunday 31st December 08:15 – 12:15 and 13:45 to 17:15

Monday 1st January 08:15 – 12:15 and 13:45 to 17:15

Tuesday 2nd January – return to normal working hours

The above working hours may vary depending on a sub-contractor being in place to manage the operations of the public toilets.

**End of Report
Town Clerk/RFO**

Services Committee held 12th October 2023.

84/23/24 **TO RECEIVE QUOTES TO SUB-CONTRACT THE PUBLIC CONVENIENCES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided background information for the suggestion to sub-contract the cleaning of public conveniences.

The Town Clerk reported that working closely with the department has highlighted many inefficiencies, some have been dealt with, however, one that has always been tricky to resolve is the operations of the public toilets.

Difficulties include recruitment and staff currently carrying out the operations at a detriment to other duties and Town Council responsibilities.

Each week the Service Delivery Department loses approximately 15 hours to the grounds / maintenance work due to weekend working to mainly cover the operations of the toilets.

The Town Clerk reminded Members of the various areas of grounds maintenance that the department is responsible for. This includes but is not limited to, two large Cemetery Grounds, Pillmere Estate, town areas, soon to be Victoria Gardens and any future devolution opportunities.

The Town Clerk advised that the loss of hours operating the public toilets could be better utilized during the week covering the areas of responsibility.

Members discussed the cost and operational impact currently being experienced. Members noted that the quotes received will need to be revised due to the decision under minute 82/23/24 to close Longstone Park toilets during the Winter period.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED**;

1. To approve in principle to appoint company A to open, clean, and close the Town Council public conveniences 7 days per week totaling 3.5 hours per day in line with the Town Council operational hours, subject to a revised quote being received;
2. To create a new budget code - Public Toilet Commercial Cleaning;
3. To vire £32,000 from 6700 EMF Staff Contingency to Public Toilet Commercial Cleaning to cover associated cost.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Personnel Committee to review the staffing implications working with HR Support Consultancy reporting back at a future Services Committee meeting.