

To consider Risk Management reports as may be received

Report to: Policy and Finance Committee

Date of Report: 12.05.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the report: To ensure Members are fully informed of the Town Council's health and safety compliance obligations and to seek approval for the appointment of a suitably qualified provider to support those obligations.

Officer's Recommendations

Members are requested to approve the appointment of Company A to provide health and safety and fire safety retained support services, and to assist the Town Council in maintaining effective management arrangements to meet its statutory compliance obligations for the next 12-months, at the following cost:

- Enhanced support package: £1,200 + VAT
- Consultancy services: £3,000 + VAT
- Training services: £1,440 + VAT

Total cost: £5,640 + VAT

In addition to the above, consultancy sessions, half-day at £200; full day at £320.

To be allocated to Budget Code P&F 6214 – Health & Safety and a **RECOMMENDATION** to the Personnel Committee for Staff Training cost to be allocated to budget codes 6682, 6656 and 6676.

To suspend Financial Regulation 5.8 due to the inability to obtain three fixed quotations within the required timescale, in order to ensure that appropriate health and safety arrangements are put in place without delay.

Report Summary

Health and safety is a core element of effective risk management. This report, together with the accompanying quotation, is therefore presented for consideration under this agenda item.

The Town Council has statutory duties to ensure that appropriate and sufficient health and safety arrangements are in place across all sites, buildings, and activities. This includes access to competent professional advice, robust management systems, and ongoing monitoring.

A review of the Town Council's current arrangements has identified that existing systems are not as robust as required. Having identified these shortcomings, it is essential that appropriate measures are now implemented to ensure the Town Council meets its legal and compliance obligations. In the role of Health and Safety Officer, there is a duty to ensure that adequate professional support is secured to address these identified gaps.

A number of organisations are able to provide health and safety support services. However, it is considered important to appoint a local, accredited, and recommended provider. While alternative providers may offer a lower overall cost, they are not locally based (including not being based in Cornwall), and their service provision is likely to differ in scope and quality, with potential gaps in key areas. Due to competing work priorities, there has not been sufficient opportunity to obtain additional quotations at this time. Should the Committee wish to proceed, it is therefore recommended that the absence of three quotes is formally acknowledged and that Financial Regulation 5.8 is suspended accordingly.

A meeting was held this week with Company A, who have been recommended by Callington, Liskeard, and Looe Town Councils, all of whom have received various forms of support from Company A. Company A also works closely with Real Ideas in Plymouth.

The Town Council delivers events and ceremonial activities throughout the year, including the Christmas Lights Switch On and Remembrance Day and may wish to increase this over the coming years. Company A would provide professional oversight of the health and safety arrangements for such events, ensuring all requirements are properly addressed and providing assurance that events are planned and delivered safely, and in doing so, staff would receive training. For example, the Christmas Lights event involves multiple stakeholders; Company A would review all relevant health and safety documentation and provide appropriate oversight to support safe delivery.

While the associated cost may be acknowledged as significant, it is considered proportionate to the size of the Town Council and the breadth of its responsibilities, and reflects the importance of ensuring statutory and compliance obligations are met.

It is expected over the years that once robust systems are in place the support and associated cost would reduce.

The training provision includes preparation and set-up time, course materials, delivery of training, certification, and the sharing of course content. Training would be delivered on Town Council premises. There is also potential to work collaboratively with neighbouring Town Councils, which may help to reduce costs.

The attached quotation is submitted for consideration and includes a 25% discount on consultancy services and a 20% discount on training provision.

Please refer to the attached quote.

Budgets

Budget Codes:

6214 Health & Safety

Budget Availability:

£9,474

Committed Spend:

There are a number of items already committed against this budget. As it is still early in the financial year, it is not yet possible to determine whether the appointment of Company A will result in an overspend. The Finance Officer, in conjunction with the Responsible Finance Officer, will therefore continue to monitor expenditure closely and will report back to a future Policy and Finance Committee meeting should any budgetary pressures arise.

Budget Codes:

6682 Library Staff Training

6656 P&F Staff Training

6676 Service Delivery Staff Training

Budget Availability:

£13,764

Committed Spend:

£2,225

Signature of Officer:

Town Clerk / RFO