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Alfreton Town Council

Minutes of the

Finance and Personnel Committee

Held on Friday 19th July 2024 at 8:45am

At Woodbridge Junior School

Present:

Committee Chairman: Councillor M Kerry

Committee Members: Councillors D Taylor, H Jowett-Frost, J Whetton, J Bate

Staff: T Crookes

# **MEETING OF ALFRETON TOWN COUNCIL**

# **FINANCE AND PERSONNEL COMMITTEE**

# **ORDER OF BUSINESS**

## 09/24fp To receive apologies for absence

There were none

## 10/24fp To receive any declarations of interest from Members

There were none

## 11/24fp Recording and Filming of Council and Committee Meetings

The meeting was not recorded

## 12/24fp Public Participation

There were none

## 13/24fp To consider any items which should be taken in exclusion of the press and public

If the Council decides to exclude the press and public it will be necessary to pass a resolution in the following terms:- “That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item. *A reason must be stated*

1. To consider quotations for Human Resources and Health & Safety support –(confidential due to commercial sensitivity)

**14/24fp To read and consider the Minutes of the Meeting of Alfreton Town Council held on Tuesday 25th June 2024 copies have been circulated to each Member with the summons to attend the meeting; the Minutes may be taken as read.**

The notes of the last meeting held on 25/06/2024 are attached.

These were noted at the Full Council Meeting held on 16/07/23

The minutes were read

## 15/24fp After consideration to approve the signature of the Meeting Minutes of Tuesday 25th June 2024 by the person presiding as a correct record

The notes were received and recommendations were approved at the Full Council Meeting held on 16/07/24

The minutes were approved as a correct record

## 16/24fp To receive and consider agenda items in the order in which they have been notified.

1. To consider quotations for Human Resources and Health & Safety support – (confidential due to commercial sensitivity)

**RESOLVED**

That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item

1. That the quote number 3 is progressed and a request is made to review the cost to reduce.
2. That HR and H&S support is required to support the Council with their obligations as employer and a corporate body responsible for this (appendix 1)
3. That the negotiation and decision are delegated to the Clerk in consultation with the Lead Member for Finance and Personnel
4. Members acknowledge the 5 year contract and the associated cost required for future budget setting
5. That the funds are taken from the staff employment cost budget

**RECOMMENDATION TO FULL COUNCIL**

1. That quote 3 is progressed which provides H&S and HR support. At a monthly cost of £269.80. This is a 5-year contract – total £16,188.00. £3237.60 a year.
2. That Members acknowledge the 5-year contract and the associated cost required for future budget setting
3. That the funds are taken from the staff employment cost budget

**Date of next meeting: tbc**

**Appendix 1**

28 MAY 2024

# LTN 23 | HEALTH AND SAFETY

The law, mainly the Health and Safety at Work Act 1974, imposes many duties on organisations, their employees and others to ensure health and safety in the workplace. This LTN sets out the main issues for councils. It also has links to external sources of information, the most important being the Health and Safety Executive (HSE) ([www.hse.gov.uk)](https://www.hse.gov.uk/).

## Health and safety: the general duty

An employer's duty is to provide a healthy and safe place of work:

* A safe system of work
* Safe equipment
* Carrying out risk assessments to minimise risk factors
* Providing relevant instruction, training and management of staff
* Providing staff welfare facilities Useful links:
* [www.hse.gov.uk/legislation/hswa.htm](https://www.hse.gov.uk/legislation/hswa.htm)
* [www.britsafe.org/training-and-learning/informational-resources/thehealth-and-safety-at-work-act-explained](https://www.britsafe.org/training-and-learning/informational-resources/the-health-and-safety-at-work-act-explained)
* [www.acas.org.uk/keeping-everyone-safe-at-work](https://www.acas.org.uk/keeping-everyone-safe-at-work)
* [www.worknest.com/blog/health-safety-work-etc-act-1974](https://worknest.com/blog/health-safety-work-etc-act-1974/)

## Employee duties

Employees must take reasonable care of themselves and others who may be affected by their actions and comply with their employers’ arrangements for managing health and safety.

Useful links:

* [www.hse.gov.uk/slips/workers.htm](https://www.hse.gov.uk/slips/workers.htm)
* [www.worknest.com/blog/employees-health-safety-duties](https://worknest.com/blog/employees-health-safety-duties/)
* [www.hse.gov.uk/home-working/worker/index.htm](https://www.hse.gov.uk/home-working/worker/index.htm)

## Consulting employees

Employers must consult with employees on health and safety matters either directly or through representatives.

Useful links:

* [(www.hse.gov.uk/pubns/indg232.htm](https://www.hse.gov.uk/pubns/indg232.htm)
* [www.acas.org.uk/consulting-employees/when-consultation-is-legallyrequired](https://www.acas.org.uk/consulting-employees/when-consultation-is-legally-required)

## Homeworkers

Local councils have the same responsibilities to home workers to ensure their health, safety and welfare.

Useful links:

* [www.hse.gov.uk/home-working/index.htm](https://www.hse.gov.uk/home-working/index.htm)
* [www.acas.org.uk/health-safety-and-wellbeing-when-working-from-home](https://www.acas.org.uk/health-safety-and-wellbeing-when-working-from-home)
* [www.worknest.com/blog/help-my-staff-want-to-work-from-home](https://worknest.com/blog/help-my-staff-want-to-work-from-home/)

## Duties to non-employees

Councils must ensure that the health and safety of non-employees (e.g. councillors, members of the public, contractors and visitors) are not put at risk.

Useful links:

* [www.hse-network.com/who-is-responsible-for-contractor-health-andsafety](https://www.hse-network.com/who-is-responsible-for-contractor-health-and-safety/)
* [www.worknest.com/blog/contractors-and-volunteers-are-you-overlookingthe-health-and-safety-of-non-employees](https://worknest.com/blog/contractors-and-volunteers-are-you-overlooking-the-health-and-safety-of-non-employees/)

## Health and safety policies

All organisations with five or more employees must have a written health and safety policy which they must share with staff. NALC recommends that all councils should have a written health and safety policy, irrespective of size.

Useful links:

* [www.hse.gov.uk/simple-health-safety/policy/index.htm](https://www.hse.gov.uk/simple-health-safety/policy/index.htm)
* [www.worknest.com/consultations/health-and-safety](https://worknest.com/consultations/health-and-safety/)
* [www.worknest.com/blog/health-safety-policy-include-2](https://worknest.com/blog/health-safety-policy-include-2/)

Drafting policies may often require specialist input. NALC does not draft policies for individual councils. They may need to instruct their own advisers. WorkNest [(www.worknest.com/about-us/about-hrsp)](https://worknest.com/about-us/about-hrsp/) provides policy templates on the NALC website, including a health and safety policy. They provide support to organisations, including local councils. There are other organisations that can provide support to councils. For example, ACAS is a good source of advice for employers in the public sector ([www.acas.org.uk/index.aspx?articleid=1461)](https://www.acas.org.uk/index.aspx?articleid=1461).

## Risk assessments

Councils must protect their employees and others from harm. They must:

* Identify hazards
* Assess risk
* Eliminate hazards or if this is not possible
* Control the risk Useful link:
* [www.hse.gov.uk/simple-health-safety/risk](https://www.hse.gov.uk/simple-health-safety/risk/)

## Safety equipment

Safety equipment, known as personal protective equipment (PPE), can reduce the risk of injury caused by:

* Inhalation (e.g. masks)
* Falling materials (e.g. helmets)
* Excessive noise (e.g. earplugs)
* Extremes of temperature (e.g. gloves and other outerwear)Useful link:
* [www.hse.gov.uk/ppe/index.htm](https://www.hse.gov.uk/ppe/index.htm)

## Instruction, training and management

Everybody needs to know how to work safely. It requires identifying for example, the particular training needs of new recruits (including councillors), young employees and people changing jobs or duties.

Useful link:

• [www.hse.gov.uk/simple-health-safety/training/index.htm](https://www.hse.gov.uk/simple-health-safety/training/index.htm)

## Staff welfare

Staff are generally entitled to welfare facilities at work (e.g. washing, toilet, rest, changing, and eating and drinking facilities). Useful link:

• [www.hse.gov.uk/pubns/indg293.PDF](https://www.hse.gov.uk/pubns/indg293.PDF)

## Displaying posters

Health and safety posters must be displayed where they can be seen easily.

Useful link:

• [www.hse.gov.uk/simple-health-safety/display.htm](https://www.hse.gov.uk/simple-health-safety/display.htm)

## Health and safety enforcement

HSE or local authority Inspectors enforce health and safety law.

Useful link:

• [www.hse.gov.uk/lau/enforcement.htm](https://www.hse.gov.uk/lau/enforcement.htm)

## Insurance

Local councils are required by law to insure against liability for injury or disease to employees arising out of their employment. It is also essential that councils have public liability insurance that is adequate and up-to-date.

Useful links:

* [www.hse.gov.uk/pubns/hse40.htm](https://www.hse.gov.uk/pubns/hse40.htm)
* [https://www.clearcouncils.co.uk/wp-content/uploads/2021/07/Insuranceand-Accounting-for-Councils.pdf](https://www.clearcouncils.co.uk/wp-content/uploads/2021/07/Insurance-and-Accounting-for-Councils.pdf)

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