



John Wright  
Town Clerk

## Lyme Regis Town Council

Town Council Offices  
Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset  
DT7 3BS

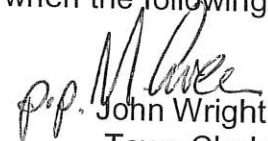
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### Human Resources Committee

**Core Membership:** Cllr B. Larcombe (chairman), Cllr Ms G. Stammers (vice-chairman), Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr D. Sarson, Cllr G. Turner, Cllr S. Williams

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 15 January 2020 commencing at 7pm when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
10.01.20

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

### AGENDA

#### 1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

#### 2. Apologies

To receive and record any apologies and reasons for absence

#### 3. Minutes

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 23 October 2019 (attached)

**4. Disclosable Pecuniary Interests**

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

**5. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

**6. Matters arising from the minutes of the previous Human Resources Committee meeting held on 23 October 2019**

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

**7. Update Report**

To update members on issues previously reported to this committee

**8. To receive the minutes of the Health and Safety Committee meeting held on 1 November 2019**

**9. Health and Safety – Audit and Policy**

To allow members to receive the health and safety audit for 2019 and approve the revised health and safety policy

**10. Members' Allowances**

To allow members to consider the findings of Dorset Council's Remuneration Panel on town and parish councillors' allowances and to determine the level it wishes to set members' allowances at

**11. Environment Training**

To allow members to consider environment training for members and officers

**12. Finance Manager Recruitment**

To identify three members to sit on the interview panel with the town clerk

To allow the committee to review the job description, person specification and timetable for the recruitment of the finance manager

**13. Postholder 204, Six-Month Probation Report**

To allow members to consider postholder 204's six-month probation review

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**14. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**(a) Agenda item 13 – Postholder 204, Six-Month Probation Report**

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 OCTOBER 2019

**Present**

**Chairman:** Cllr B. Larcombe MBE

**Members:** Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr D. Sarson, Cllr Ms G. Stammers, Cllr G. Turner

**Officers:** Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**Other members:** Cllr L. Howe

**Absent:** Cllr S. Williams

**19/15/HR Public Forum**

There were no members of the public present who wished to speak.

**19/16/HR Apologies**

Cllr J. Scowen – personal commitment

**19/17/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 19 June 2019**

Proposed by Cllr G. Turner and seconded by Cllr D. Sarson, the minutes of the meeting held on 19 June 2019 were **ADOPTED**.

**19/18/HR Disclosable Pecuniary Interests**

There were none.

**19/19/HR Dispensations**

There were none.

**19/20/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 19 June 2018**

**Finance manager recruitment**

The town clerk said the temporary finance officer had informed him on 14 October 2019 he didn't intend to accept the permanent post of finance manager and his last day would be 25 October 2019. He said there was still a lot of catching up to do in finance and a budget to prepare but officers were



## AGENDA ITEM 3

trying to bring in extra resources, which included advertising for another fixed-term finance manager. The rationale for this was the fixed-term post had received a better response than the permanent post during the previous round of recruitment.

*Cllr Mrs M. Ellis left the room at 7.07pm.*

Cllr J. Broom asked if an agency could provide cover and suggested Dorset Council (DC) employees who had been made redundant may be interested in providing cover.

*Cllr Mrs M. Ellis returned to the meeting at 7.08pm.*

The town clerk said agencies had been approached in the past but hadn't been able to fulfil the council's requirements. He said he had spoken to DC and details of the post would be provided to its human resources team when the advert went out.

Members discussed the advertising of the permanent finance manager post and several members felt it should be run in parallel with the temporary post.

The town clerk said he wanted to defer advertising until he had a better understanding of the applications for the temporary post. A short delay also had a better fit with DC's timescales for making redundancies.

The town clerk said the current administrative assistant would spend more time in finance and he intended to temporarily back-fill her role. He said an advert would also be placed for a temporary administrative assistant.

Cllr B. Larcombe said he was concerned about the strain this situation would put on the finance assistant.

The town clerk said he and the deputy town clerk would do some of the higher-level finance functions and he was confident they could produce a budget. He said he was also meeting with someone on 25 October 2019 who had finance experience and may be able to provide some support.

Members agreed the advertisements for the finance roles should be placed in publications up to a 30-mile radius and also via South West Councils.

### **19/21/HR     Update Report**

#### **Training award delay**

Cllr B. Larcombe asked why Kyle Knight's situation was different to the other two employees, whose issues had been resolved, and when his situation was likely to be resolved.

The operations manager said Kyle Knight had done a different award with a different provider and other awarding bodies were being approached, but it was not clear when it would be resolved.

**19/22/HR     Staffing Structure Review**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**19/23/HR     Christmas and New Year Working Arrangements**

The town clerk said the arrangements outlined in the report were the same as the last two years.

*Cllr Miss K. Ellis left the meeting at 7.26pm.*

Cllr J. Broom suggested the council provided more discretionary leave so the office would re-open on Monday 6 January 2020, instead of Wednesday 2 January 2020 as suggested.

*Cllr Miss K. Ellis returned to the meeting at 7.27pm.*

It was proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson to apply 1.5 days of discretionary leave from midday to 5pm on Tuesday 24 December and on Friday 27 December 2019; apply statutory leave on Monday 30 December and Tuesday 31 December 2019; agree members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who provide cover to be paid overtime and time-off-in-lieu for the day worked.

This motion was not voted on as an alternative motion was proposed.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to apply 3.5 days of discretionary leave from midday to 5pm on Tuesday 24 December, on Friday 27 December 2019, Thursday 2 January and Friday 3 January 2020; apply statutory leave on Monday 30 December and Tuesday 31 December 2019; agree members of the external works' team provide a full day's cover every day, except Christmas Day; and for members of the external works' team who provide cover to be paid overtime and time-off-in-lieu for the day worked.

**19/24/HR     Environment Training**

Several members were concerned about the level of commitment the council was being asked to give to environmental matters as there was also a long list of proposed environmental objectives, for which the costs and the level of undertaking were still unknown.

### AGENDA ITEM 3

Members felt it would be better to wait until those costs and the level of undertaking were known before committing to environment training. They asked how often the course was run and whether it could be completed online to save travel expenses.

The operations manager said the course was run every few months but he would recommend a taught course.

It was proposed by Cllr J. Broom to defer consideration of environment training for members and officers until the budget had been agreed and the cost of the objectives and the level of undertaking was known.

This motion was not seconded.

The operations manager advised investing in this training as the council had declared a climate emergency but no one in the organisation was qualified in this field.

Cllr B. Larcombe suggested DC could give guidance on environmental matters. He was also concerned it was a generalist course and there was no idea of how it would help the council in whatever environmental initiatives it pursued.

Members generally agreed it would be helpful if at least one person in the organisation was able to take the climate emergency initiatives forward, but felt it was too early to consider training until the extent of the council's commitment was known.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of environment training for members and officers to the first meeting of the Human Resources Committee in 2020.

#### 19/25/HR External Works' Role Swap

Proposed by Cllr B. Larcombe and seconded by Cllr Miss K. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

#### 19/26/HR Reimbursement of Pension Contributions

The town clerk confirmed one former employee who was owed a refund would be paid the appropriate sum.

**19/27/HR Works Programme**

The operations manager said the external works' team worked approximately to the programme to ensure no tasks were missed but it was weather dependent and it depended on what else was going on at the specific time, such as emergencies which may arise.

Cllr B. Larcombe wished to thank maintenance operative Steve Hossack for the work he had done in the mayor's parlour, which was a great improvement to the room. He asked how the mould on the stairs of the Guildhall was being dealt with.

The operations manager said a dehumidifier had proved effective so he was now intending on purchasing one for more regular use.

**19/28/HR To receive the minutes of the Health and Safety Committee meeting held on 15 July 2019**

The minutes of the meeting held on 15 July 2019 were **RECEIVED**.

The operations manager said the next meeting of the Health and Safety Committee was on 1 November 2019.

In response to a question from Cllr B. Larcombe, the operations manager confirmed the fire evacuation of the first floor of Guildhall Cottage was adequate, and the second-floor staircase was adequate and compliant with safety and evacuation standards.

**19/29/HR Exempt Business**

**a) Staffing Structure Review**

Cllr B. Larcombe said the review could potentially have an implication for ongoing costs and he asked what the budget implications were.

The town clerk said at the time this report was presented to the council, it was alongside a proposal for job evaluation, which would have evaluated the roles within the proposed new structure, but the council had since decided not to carry out job evaluation. However, he said that didn't mean individual jobs couldn't be evaluated, as this had been done in the past.

Members discussed whether the new structure involved anyone taking on any more responsibility than they currently had and whether re-assigning roles would necessarily have salary implications.

The town clerk explained what the proposed changes were and whether it would constitute a material change in individuals' roles.

*The administrative officer left the meeting at 8.10pm.*

### AGENDA ITEM 3

The town clerk explained how the proposed changes would affect the administrative officer and the post would report directly to the town clerk.

*The administrative officer returned to the meeting at 8.18pm.*

Members discussed whether there would be enough ongoing project management work to justify this being the deputy town clerk's main responsibility.

The town clerk said if it came to a point where there were no more projects, the council could look at the structure again. He said the proposed structure was intended to get the most out of the current employees and utilise their skills to the full. He said if circumstances changed, the council may want to re-visit the structure in future.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed new staffing structure; to set up a panel to look at the grading of the roles and make recommendations to the Human Resources Committee; and to appoint Cllrs B. Larcombe, J. Broom and G. Stammers to the panel.

#### **b) External Works' Role Swap**

The town clerk confirmed both members of staff were competent to take on the new roles and the request had come from them.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the permanent role swap between a member of the gardening staff and a member of maintenance staff.

*The meeting ended at 8.40pm.*

**Committee:** Human Resources

**Date:** 15 January 2020

**Title:** Matters arising from the minutes of the previous Human Resources Committee meeting held on 23 October 2019

**Purpose of the Report**

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

**Recommendation**

Members note the report

**Report**

**19/20/HR – Matters arising from the minutes of the previous Human Resources Committee meeting held on 19 June 2019**

Mark Russell joined the council as interim finance manager on 15 November 2019. His six-month fixed-term contract ends on 14 May 2020.

Jackie King joined the council on 9 December 2019 as temporary administrative assistant. Her six-month fixed-term contract ends on 8 June 2020. Jackie is back-filling for the administrative assistant, Kerry Weekley, who is currently spending more time in the finance team to help clear the backlog of work.

**19/22/HR – Staffing Structure Review**

The panel set up to look at the grading of roles under the new staffing structure is scheduled to meet on 10 January 2020. Recommendations from the panel will be made to the next meeting of this committee on 26 February 2020.

**19/25/HR – External Works' Role Swap**

Following Full Council approval on 19 November 2019, the maintenance operative decided not to go ahead with the swap. He would prefer to concentrate on developing his plumbing skills and felt the best position to achieve this from was his current maintenance operative position.

John Wright  
Town clerk  
January 2020



**Committee:** Human Resources

**Date:** 15 January 2020

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Employees' pay period**

The change to the employees' pay period will be implemented before the end of this financial year.

John Wright  
Town clerk  
January 2020

LYME REGIS TOWN COUNCIL

HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD ON FRIDAY 1 NOVEMBER 2019  
AT 2PM IN THE GUILDHALL

**Present:**

**Chairman:** Cllr J Broom

**Members:** Cllr S. Williams, Cllr G. Stammers, and Mr A. Jefferies (staff representative)

**Officers:** Mr M. Adamson-Drage (operations manager)

**Apologies**

John Wright (town clerk)

Mrs E. Pawsey (senior administrative assistant)

**To confirm the accuracy of the minutes of the Health and Safety Committee meeting held on 15 July 2019**

Proposed by Mr A. Jefferies and seconded by Cllr S. Williams, the minutes of the meeting held on 15 July 2019 were **ADOPTED**.

**Matters Arising**

The operations manager informed members that the Environment Policy needed updating but this would be deferred until a member of staff had undertaken Environment training. This training was deferred into 2020 by the last HR committee.

The chairman reported that he had seen staff working in the car park without wearing Hi-Vis clothing. The operations manager said he would feedback to staff that safety clothing must be worn when working on the highway. The chairman also reported that the orange flashing beacon on the tractor was not working. The operations manager said he would investigate.

**Action: Operations Manager**

**Item 1. Accidents, Injuries and Near Misses**

The operations manager informed members all accident books had been checked and there had been one minor incident reported. Members agreed to review the position of the public bins on Monmouth beach within 6 months and sooner if there was recurrence of the reported incident - a staff member had hurt an ankle collecting the rubbish.

Members were informed about DC actions with regard to the Lynch path and the anti-slip paint that LRTC had used.

Members were informed about the incident investigation report that the operations manager had completed following the Heras clip going over the edge of the roof above the amusements arcade during the set up for the street food festival.

**Item 2. Fire Safety Records/Playgrounds/Automated External Defibrillator (AED)**

The operations manager informed members all weekly and monthly checks have been recorded and are up to date.

The operations manager informed the committee that a fire call point, of the three in the office, was checked each week rotationally over three weeks.

The chairman asked for a playground weekly safety inspection checklist to be drawn up to guide the inspecting staff.

**Action: Operations Manager**

Legionella flushing and temperature check sheets were inspected and the chairman asked if all the legionella testing was necessary, particularly on hose reels. The operations manager said he would investigate and report back.

**Action: Operations Manager**

**Item 3. Audit actions and Inspection actions**

The operations manager gave an update on the audit report actions and reported that the next audit was due on the 9 November 2019.

**Item 4. Monthly Inspection and Regular inspection actions**

The operations manager gave an update on the monthly inspection actions.

**Item 5. Training**

The operations manager gave an update on training that had been completed since the last meeting and upcoming training. These courses included manual handling training, equality and diversity training and aerial chainsaw training.

**Item 6. Lift – Marine Parade**

Lifting Operations and Lifting Equipment Regulations (LOLER) 6mth inspections - The operations manager informed the committee that Allianz had been appointed to take over from Bureau Veritas as the LOLER inspector for both lifts following the failure of Bureau Veritas to provide a timely service. Allianz inspected in July 2019 and passed the Guildhall lift but failed the Marine Parade lift stating that it was the wrong type of lift for the position and prevailing conditions. Since then the lift has been closed.

Servicing: Wessex Lifts remain servicing the Guildhall lift. There is currently no provider to service the Marine Parade Lift. Companies contacted to take on this responsibility cited the age of the lift as a factor and therefore they would not want the responsibility of servicing it.

It was discussed whether the lift served a purpose as there were no ramps to take people further than the Langmoor room. The operations manager said that we should budget for a new lift in the future if it was to be replaced as it will not last forever in the harsh seaside environment. The chairman asked for quotes for a new lift for the TMH committee to discuss.

***Action: Operations Manager***

**Item 7. Lone Working – Enforcement Officer Bodycams**

The operations manager reported that he had been investigating whether the current bodycams should be replaced. The bodycams currently issued are cheap SD card recording devices and do not have enough battery life to last for a full shift even when not being used. Appropriate bodycams and back office software, such as the bodycams the police use, are very expensive.

The chairman pointed out that the council had a responsibility to support lone working staff and particularly in roles such as the enforcement officers. He said that quotes should be brought for an appropriate bodycam system to the TMH committee for discussion.

***Action: Operations Manager***

**Item 8. Staff member - Dermatitis testing**

The operations manager informed the committee that a staff member was undergoing allergy testing due to dermatitis. It was not clear if the dermatitis experienced had been caused at work or elsewhere. Non-Latex gloves have been made available for staff should this be a factor.

**Item 9. Next meeting date**

It was decided the next meeting date will take place on Thursday 30 January 2020 at 2pm in the Guildhall.

*The meeting ended at 3.10pm.*

**Committee:** Human Resources

**Date:** 15 January 2020

**Title:** Health and Safety – Audit and Policy

**Purpose of Report**

To allow members to receive the health and safety audit for 2019 and approve the revised health and safety policy

**Recommendation**

- a) Members note the annual health and safety audit with a score of 78%
- b) Members approve the revised health and safety policy

**Report**

- 1. Dorset Health and Safety Ltd conducted the annual audit in November 2019. The audit report is at appendix **appendix 9A**.
- 2. In 2017, the council scored 33% and in 2018, the council scored 61%. This audit rates the council at 78% and largely legally compliant. The outside works team, and the operations supervisor in particular, have worked tirelessly over the last two-and-half years to raise the score.
- 3. As per the auditor's recommendations from his initial audit visit in November 2019, the council's health and safety policy has been revised, **appendix 9B**.
- 4. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Matt Adamson-Drage  
Operations manager  
January 2020



# HEALTH AND SAFETY AUDIT REPORT AND ACTION PLAN

## 9<sup>TH</sup> NOVEMBER 2019





# Contents

## General

- About Dorset Health and Safety Limited
- Audit Details
- Executive Summary
- Overall Rating
- Organisational Structure
- Council Location
- Common Workplace Equipment
- Compliance Scheme

## Sections

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2. Legislative Compliance
3. Environment
4. Equipment
5. Materials Handling
6. Facilities
7. Special Risks
8. External Areas



*"Delivering customised, affordable and professional health and safety solutions  
for small and medium sized businesses in Dorset"*

Dorset Health and Safety Limited is an established, independent risk management company, majoring in the field of occupational safety and health, fire safety and environmental protection. We are located in Weymouth, Dorset but also serve organisations in the surrounding counties.

We are able to provide a wide range of skills and experience to meet the ever-changing demands of our customers and we guarantee the provision of cost effective auditing, consulting and training to the highest of standards.

We pride ourselves on our ability to take a less prescriptive approach in managing projects, by working in close partnership with clients to ensure that all work is completed to the customers' satisfaction.

Under the direction of the Managing Director (Stuart Gilkinson CMIOSH), Dorset Health and Safety Limited has established an excellent reputation as 'the go to company in the south west of England.'

We can provide bespoke training as well as a wide range of accredited training, including:

- NEBOSH National General Certificate (11 days)
- NEBOSH Fire Safety and Risk Management (10 days or as a 5-day bolt-on to the NGC)
- NEBOSH Constructions Certificate (13 days or as an 8-day bolt-on to the NGC)
- NEBOSH Environmental Management Certificate (5 days)
- IOSH Managing Safely (3 days)
- IOSH Managing Safely Refresher (1 day)
- IOSH Working Safely (1 day)
- Level 2 Emergency First Aid at Work Course (1 day)
- Level 3 First Aid at Work Course (3 days)
- Mental health First Aid (2 days)
- Level 2 Award in Health and Safety in the Workplace (1 day)
- Level 1 Award in Fire Safety Awareness (1/2 day)
- Level 2 Award in Fire Safety – Including Duties of a Fire Warden (3/4 day)
- Level 3 Award in Principles of Risk Assessment (3/4 day)
- Level 3 Award in Risk Assessment (1 ½ days)
- Level 2 Award in principles of COSHH)
- QA Level 2 Award in Safe Moving and Handling (1/2 day)

Stuart Gilkinson  
Dorset Health and Safety Limited

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## AUDIT DETAILS

**Council:** Lyme Regis Town Council

**Location:** Lyme Regis, Dorset

**Address:** Guild Hall Cottage  
Church Street  
Lyme Regis  
DT7 3BS

**Responsible Person:** John Wright  
**Job Title:** Proper Officer (Chief Executive)

**Audit Facilitator:** Matt Adamson-Drage  
**Job Title:** Operations Manager  
**Tel:**  
**Email:** [operationsmanager@lymeregistowncouncil.gov.uk](mailto:operationsmanager@lymeregistowncouncil.gov.uk)

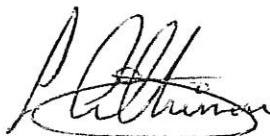
### Outline Description of the Organisation:

Lyme Regis Town Council is the Local Authority for the town of Lyme Regis. The Council currently consists of fourteen elected representatives of the residents of the town, from which a Mayor is elected annually, and the Councillors are elected to serve for a four-year term. The Council employs several members of staff to enact Council decisions and run day-to-day operations in the town. These include the Officers and staff: consisting of a Proper Officer and Responsible Financial Officer; the Town Clerk, the Deputy Town Clerk, Operations Manager, Finance Officer and Administrative Officer. The Council work collaboratively to enhance the town's distinctive heritage and culture in a way that best services the interests of the residents, traders and visitors that make up the community of Lyme Regis.

**Date of Audit:** 9<sup>th</sup> November 2019

**Auditor Name:** Stuart Gilkinson CMIOSH, MCMI, DipNEBOSH

**Auditor Signature:**



## EXECUTIVE SUMMARY

An Occupational Safety and Health audit of the Town Council was undertaken by Dorset Health and Safety on the 9<sup>th</sup> November 2019.

The question set used covered the following subjects:

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Administration and Procedures | 5. Materials Handling |
| 2. Legislative Compliance        | 6. Facilities         |
| 3. Working Environment           | 7. Special Risks      |
| 4. Equipment                     | 8. External Areas     |

The Health and Safety Contact for the Council is Mr. Matt Adamson-Drage (Operations Manager) and the Duty Holder for Health and Safety and the Responsible Person for Fire Safety is Mr. John Wright. The Town Council holds no previous health and safety audit records; therefore, this report cannot be compared to any former comments, scores or rating categories. The audit process included a detailed tour of the premises and a desk top study of the Town Council's safety management and risk control systems and associated documentation.

### Audit Methodology

Each of the 8 sections have been measured using a table of bulleted questions, associated guidance notes and a scoring matrix. Each section was scored separately and the marks for all sections added together and calculated to give an overall compliance percentage. The percentage score was then given a rating (A to D), which in turn corresponds to a statement on the overall level of compliance. Below each bulleted table is an Action Plan containing a synopsis of key observations and recommendations; where repeat issues were identified, they have only been entered and scored once with a reference being made as to Non-Applicable (N/A) or Not Checked (N/C) in the far-right columns where the subject is covered for the second time.

### Summary

The auditor would like to open this summary statement by mentioning how impressed he was with the work carried out since the previous audit; the results achieved over last 12 months by the Operations Manager have been nothing short of outstanding; he should be commended for his hard work and dogged determination in ensuring that the overall risks to health and safety of employees (and others) have now been significantly reduced.

There are some issues that remain outstanding, however these can all be addressed within a short timeframe and with the minimum burden on resources, in fact many of these are being addressed already; primarily these centre on training (workplace induction and driver refresher training), electrical safety (PAT and overuse of extension leads), manual handling risk assessments, the checking and recording of personal protective equipment.

As I draw this annual report and action plan to a close, once again, I would like to thank the Operations Manager for his continued enthusiasm in ensuring that the Town Council continue to strive towards upholding the highest of standards with regards to health and safety management and risk control.

Stuart Gilkinson CMIOSH  
Managing Director and Lead Auditor  
Dorset health and Safety Limited

## OVERALL RATING CATEGORY

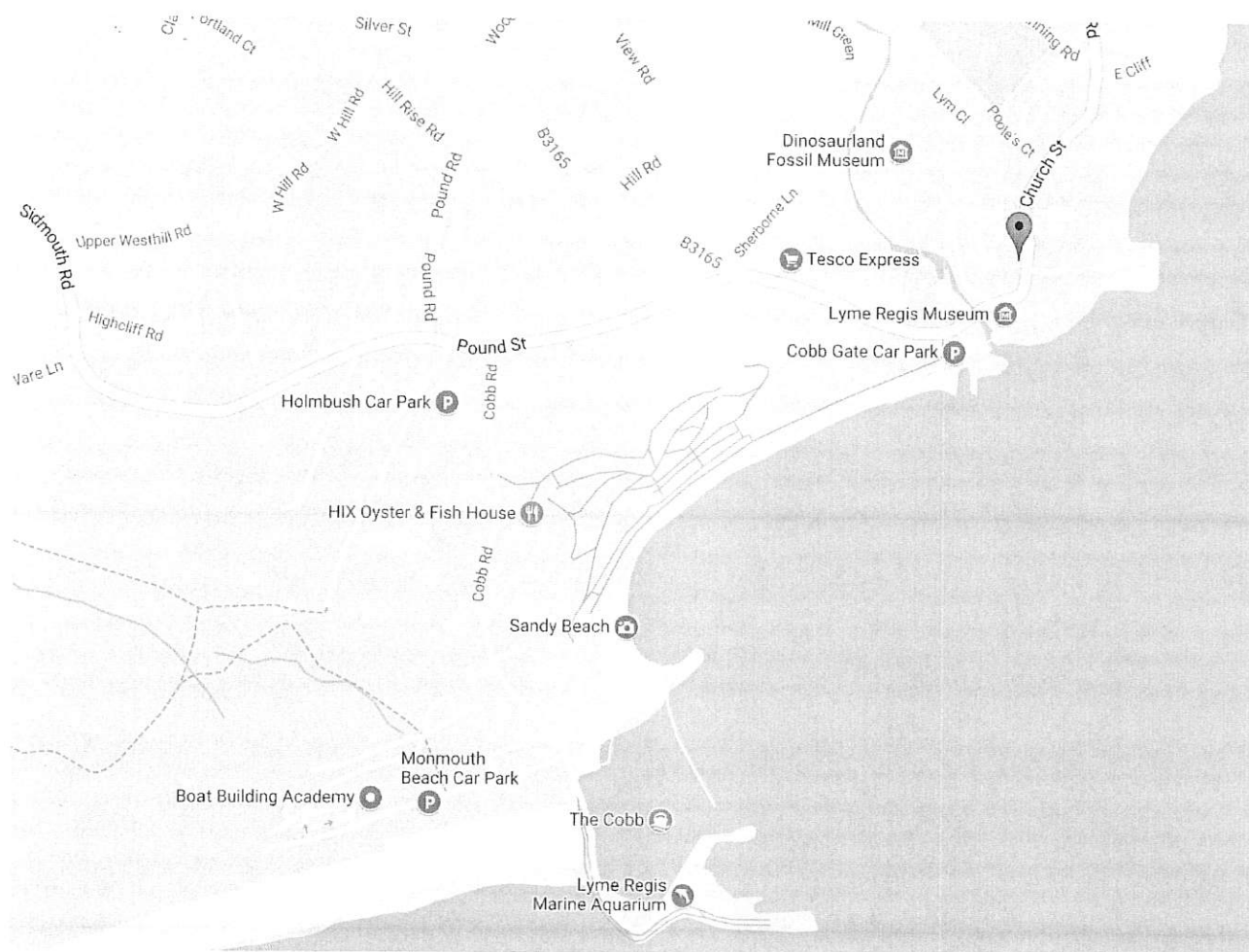
**B**

Rating Category	Comments
A 85% - 100%	There is a sound system of control in place to meet overall system objectives. This is to be maintained and reviewed as necessary to reflect changes in legislation.
B 71 - 84%	Control systems found to be largely compliant. A small number of important lapses found or some "fine tuning" across the board required. Concentrated action on specific problems required.
C 60% - 70%	The health and safety system is placed at risk due to significant inadequacies of control in several critical areas, or over a wide range of control procedures. Senior Management is required to prepare a prioritised action plan and to address any shortfalls.
D Below 60%	Major deficiencies found over a broad range of areas indicating significant lack of control and leaving the system open to system failure. Senior Management need to direct that these deficiencies are rectified as soon as practically possible.

The following marks are obtained from totalling the achieved marks and maximum obtainable marks from the audit checklist matrix for each section heading:

Section No.	Main Section Heading	Total Achieved Marks	Maximum Obtainable Marks	Percentage
1	Administration	102	130	78
2	Legislative Compliance	128	170	75
3	Working Environment	104	130	80
4	Equipment	32	40	80
5	Materials Handling	5	10	50
6	Facilities	64	80	80
7	Special Risks	32	40	80
8	External Areas	56	70	80
<b>Totals</b>		<b>523</b>	<b>670</b>	<b>78</b>

## GEOGRAPHICAL LOCATION





## A LIST OF EQUIPMENT OWN AND USED BY THE COUNCIL AT THE TIME OF AUDIT

ATCO Brushcutter
Danarm Kaaz Honda GXV160 lawnmower LM5360HXA-157 Code 620157
Honda HRH536HX
Danarm Kaaz Honda GXV160 lawnmower LM5360HXA-157 Code 620157
Danarm Kaaz Honda GXV160 lawnmower LM5360hxa 620157
Danarm Kaaz Honda GXV160 lawnmower LM5360HXA-157 Code 620157
SARP Honda 4.0 OHV SLM4840HX lawnmower
SARP Honda GXV160 OHV lawnmower SLM5360HXA HSTPRO
Honda HRH536HX
Lawnmower Honda GXV160
Lawnmower Kawasaki
UM616 rough cut mower
UM616 rough cut mower
Long arm hedgetrimmer ECHO HCA265ES
Long arm hedgetrimmer ECHO HCA265ES
Echo SRM 265ES strimmer small handle
Echo SRM 360SL strimmer wide handle
Honda UMK435UE Brushcutter
Echo SRM-420TES
Echo SRM420 TES brush cutter wide handle
Echo SRM420 TES strimmer wide handle (crewkerne horticultural sticker)
Echo SRM420TES- Wide handle strimmer
Echo SRM420TES- Wide handle strimmer
Echo SRM 360 SL wide handled strimmer
Honda UMK435UE Brushcutter
Kawasaki BK45 Brushcutter
Backpack blower echo PB770
Backpack blower echo PB770
Echo Blower PB46LN
ECHO PB 251 Blower
Westwood T16 ride-on lawnmower kawasaki FS481V engine
Echo HC331ES Hedgetrimmer (broken for spares at Rob Perry - Jan 2018)
Honda Rotavator F510
Cement Mixer
Compressor by Stanley D200/8/24
Jet Wash - Clarke Jet 9000B
Bowser for hanging baskets 1150kg max laden weight
Pillar Drill Axminster Power Tools Model:ND16B
Hand Pallet Truck
Honda 4 stroke hedgetrimmer HHH25S 75E
Chainsaw - large Echo CS510
Chainsaw - small Husqvarna 236 X-Torq
Chainsaw - small Husqvarna 236 X-Torq
Chainsaw - small Echo CS3050
Abrasive Wheel - Stihl TS410
HC2400 Hedgetrimmer

Honda 4 stroke hedgetrimmer HHH25D 75E
Echo PPT2400 Power Pruner
Bolens Tomahawk pro chipper
Titan TTB521GRB Bench Grinder
<b><u>Ladders</u></b>
Industrial Ladder 3 piece ladder aluminium wheels on top/flexible feet
Industrial Ladder 3 piece ladder aluminium wheels on top/flexible feet
Light industrial step ladder / yellow stiles - blue platform
Light industrial step ladder / yellow stiles - steel platform
Telescopic Ladder
Ladder - Pantomime Store - Cemetery
Hop up ladder
Hop up ladder
Hop up ladder
<b><u>Scaffold Tower</u></b>
1.8m Long x Double Width x 3.7m Platform Height LEWIS Tower
<b><u>Bowser for jet wash</u></b>
<b><u>Tool Racking / shelf</u></b>
Tall racking shelf, Brackets and screws
<b><u>Cemetery Workshop</u></b>
Honda WB20X Water Pump
Generator
<b><u>Power Tool Register</u></b>
Milwaukee Heavy Duty Drill DHR242
Makita Drill DHP453
Makita Torch
Makita Planer DKP180
Makita Drill HR2630 x2?
Makita Circular Saw x2
Titan Breaker
Black&Decker Router KW850E
Makita 9046 Sander
Titan Bench Grinder
De Walt Li Ion Charger
Bosch PHO 16-82 Planer
De Walt Chop Saw
Makita Orbital Sander
Bosch 750w percussion drill
AL 1820CV Charger
Bosch 3640CV Charger 1
Bosch 3640CV Charger 2
Bosch 1130CV Charger
Bosch 1860CV Charger 1
Bosch 1860CV Charger 2
Paslode IM350+ nail gun
<b><u>Vehicles</u></b>
Kawasaki Mule NO MOT NEEDED
Mitsubishi Pickup MOT EXPIRES 16/4/2020

Ford Courier Van	MOT EXPIRES 15/06/2020
Ford Double-Cab Tipper	MOT EXPIRES 01/05/2020
New Holland Tractor	NO MOT NEEDED
Barber Surf Rake	
<b><u>Lifts</u></b>	
Guildhall - fitted by Wessex Lifts 2002	
Seafront - fitted by Phoenix Lifting Systems 2011	

## AUDIT COMPLIANCE SCHEME

	Standard of Compliance	Auditors Guide
0	Control not determined	No survey of needs has been carried out to identify any requirements for controls.
1	No control	Organisational / managerial / individual failure to control some or all of an area or situation. The auditor has not been provided with clear evidence, for example, documentation and records to substantiate the existence of any controls, non-compliance is considered to exist.
2	Part controls exist	Evidence indicates that some progress has taken place and controls have been partly developed or established.
3	Controls inadequate	Controls are broadly well developed but significant discrepancies or shortfalls in controls exist. Documentation / controls provided are either out of date, not a true reflection on the organisation or not entirely suitable for the task or situation.
4	Controls not used	Although evidence of the existence of appropriate documentation / controls has been provided the auditor's findings indicate a total lack of their use.
5	Irregular use of controls	Although documentation / controls exist, the author's findings indicate that use and/or compliance with controls by users is irregular and not insisted upon by management.
6	Additional training / measures required	To ensure use and/or compliance with controls, additional refining measures and/or training are required.
7	Basic legal compliance	Minimum legal requirements (good practice) are achieved. Author's findings substantiate that documentation use and/or compliance with controls meets appropriate requirements.
8	Significant controls	The organisation meets the requirements of serial 7 (including measures such as health and safety policy meetings, regularly reviewing documentation and checking documentation use; and evidence also shows that health and safety is part of the normal work routine in all departments.
9	Advanced controls	The organisation meets with the requirements of serials 7 and 8 but also shows that health and safety is being promoted beyond the necessity of legal compliance; evidence also shows that health and safety is regarded as an equal partner to other management objectives, and that a "safety culture" is significantly developed / established.
10	Optimum controls	A comprehensive and sustained approach aimed at a progressive and continuous improvement strategy which removes many of the factors which cause or influence the creation of unsafe/unhealthy conditions or acts.

## Section: 1 – Administration & Procedures

Ref No.	Section: 1  Administration & Procedures	Unsatisfactory							Satisfactory				N/A or N/C
		0	1	2	3	4	5	6	7	8	9	10	
		Immediate action				Within specified time			Monitor				
1/01	Management review	0	1	2	3	4	5	6	7	8	9	10	
1/02	Liability insurance certificate	0	1	2	3	4	5	6	7	8	9	10	
1/03	Fire arrangements	0	1	2	3	4	5	6	7	8	9	10	
1/04	Safety policy	0	1	2	3	4	5	6	7	8	9	10	
1/05	Statutory engineering inspections	0	1	2	3	4	5	6	7	8	9	10	N/A
1/06	Statutory registers	0	1	2	3	4	5	6	7	8	9	10	
1/07	Accident procedures	0	1	2	3	4	5	6	7	8	9	10	
1/08	Emergency procedures	0	1	2	3	4	5	6	7	8	9	10	
1/09	Contractor/visitors procedures	0	1	2	3	4	5	6	7	8	9	10	
1/10	Waste management procedures	0	1	2	3	4	5	6	7	8	9	10	
1/11	Induction training	0	1	2	3	4	5	6	7	8	9	10	
1/12	Training general	0	1	2	3	4	5	6	7	8	9	10	
1/13	Management controls	0	1	2	3	4	5	6	7	8	9	10	
1/14	Safe systems of work	0	1	2	3	4	5	6	7	8	9	10	N/C
1/15	Permits to work	0	1	2	3	4	5	6	7	8	9	10	N/C
1/16	Communication	0	1	2	3	4	5	6	7	8	9	10	

## Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/ measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

**Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100**

**Overall Session Compliance (%)**      total score ÷ maximum obtainable marks x 100

0	10	20	30	40	50	60	70	80	90	100
								78		

## Action Plan

### Section: 1 - Administration and Procedures

Timeframes Corresponding to the Results of Each Section Question Set: \*1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
1/11		Induction Training	An induction process is carried out for members of the workforce but there are still 5 staff members that remain outstanding.	Complete the last 5 members induction training sessions.  Refresher training should be given every 24 months.  Records should be retained for 3 years after an employee leaves the Town Council.	



## Section: 2 – Legislative Compliance

	Section: 2 Legislative Compliance	0	1	2	3	4	5	6	7	8	9	10	
		Immediate action				Within specified time			Monitor				
2/01	Management of Health and Safety at Work <u>1999 (2006)</u> - L21 withdrawn	0	1	2	3	4	5	6	7	8	9	10	
2/02	Workplace (Health, Safety and Welfare) Regs <u>1992 (2002)</u> - L24	0	1	2	3	4	5	6	7	8	9	10	
2/03	Provision and Use of Work Equipment Regs <u>1998 (2002)</u> - L22	0	1	2	3	4	5	6	7	8	9	10	
2/04	Manual Handling Operations Regs <u>1992 (2002)</u> - L23	0	1	2	3	4	5	6	7	8	9	10	
2/05	Display Screen Equipment Regs <u>1992 (2002)</u> - L26	0	1	2	3	4	5	6	7	8	9	10	
2/06	Personal Protective Equipment at Work Regs <u>1992 - (2002)</u> - L25	0	1	2	3	4	5	6	7	8	9	10	
2/07	Control of Substances Hazardous to Health Regs <u>2002</u> - L5	0	1	2	3	4	5	6	7	8	9	10	
2/08	RIDDOR <u>2013</u> - INDG453	0	1	2	3	4	5	6	7	8	9	10	
2/09	Electricity at Work Regs <u>1989</u> - HSE Memorandum of Guidance	0	1	2	3	4	5	6	7	8	9	10	
2/10	Health and Safety (First Aid) Regs <u>1981 (2002)</u> - L74	0	1	2	3	4	5	6	7	8	9	10	
2/11	Control of Noise at Work Regs <u>2005</u> - L108	0	1	2	3	4	5	6	7	8	9	10	
2/12	Dangerous Substances & Explosive Atmospheres <u>2002</u> - L138	0	1	2	3	4	5	6	7	8	9	10	N/A
2/13	Pressure Systems Safety Regs <u>2000</u> - L122	0	1	2	3	4	5	6	7	8	9	10	N/A
2/14	Control of Asbestos at Work Regs <u>2012</u> - L143	0	1	2	3	4	5	6	7	8	9	10	
2/15	Health and Safety & Safety Signs and Signals) Regs <u>1996</u> - L64	0	1	2	3	4	5	6	7	8	9	10	Covered in Other Serials
2/16	Health and Safety (Consultation with Employees) Regs <u>1996</u> - L146	0	1	2	3	4	5	6	7	8	9	10	
2/17	Safety Representatives and Safety Committees Regs <u>1977</u> - L146	0	1	2	3	4	5	6	7	8	9	10	
2/18	Confined Spaces Regs <u>1997 (2009)</u> - L101	0	1	2	3	4	5	6	7	8	9	10	N/A
2/19	Regulatory Reform (Fire Safety) Order <u>2005</u> - Guidance	0	1	2	3	4	5	6	7	8	9	10	
2/20	Health and Safety (Information for Employees) Regs <u>1989</u> - INDG232	0	1	2	3	4	5	6	7	8	9	10	
2/21	Lifting Operations & Lifting Equipment Regs <u>1998 (2002)</u> - L113	0	1	2	3	4	5	6	7	8	9	10	Covered in Other Serials
2/22	Working Time Regulations <u>1998 (2003)</u> - BIS Guidance	0	1	2	3	4	5	6	7	8	9	10	N/C
2/23	Working at Height Regs <u>2005</u> - HSE Guide	0	1	2	3	4	5	6	7	8	9	10	Covered in Other Serials
2/24	Control of Vibrations at Work Regs <u>2005</u> - L140	0	1	2	3	4	5	6	7	8	9	10	

**Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100**

0 10 20 30 40 50 60 70 80 90 100

## Action Plan

### Section: 2 – Legislative Compliance

Timeframes Corresponding to the Results of Each Section Question Set: \*1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
2/04		Manual Handling Operations Regulations 1992 (2002)	Only three manual handling risk assessments have been produced and the assessments being used were complicated and with too much paperwork.	A list of manual handling operations requiring risk assessments should be produced covering all MH activities, the HSE guidance table below has been inserted to assist with the identification of such operations. <i>Stuart Gilkinson to provide alternative assessments.</i>	
<div> <div> <div>Women</div> <div> <div>Shoulder height</div> <div>Elbow height</div> <div>Knuckle height</div> <div>Mid lower leg height</div> </div> <div> <div>3 kg</div> <div>7 kg</div> <div>10 kg</div> <div>7 kg</div> <div>3 kg</div> </div> </div> <div> <div>Men</div> <div> <div>Shoulder height</div> <div>Elbow height</div> <div>Knuckle height</div> <div>Mid lower leg height</div> </div> <div> <div>10 kg</div> <div>20 kg</div> <div>20 kg</div> <div>10 kg</div> </div> </div> <div> <div> <div>7 kg</div> <div>13 kg</div> <div>16 kg</div> <div>13 kg</div> <div>7 kg</div> </div> <div> <div>5 kg</div> <div>10 kg</div> <div>15 kg</div> <div>10 kg</div> <div>5 kg</div> </div> </div> </div>					
2/06		Personal Protective Equipment Regulations 1999 (2002)	Personal protective equipment is issued to employees (safety shoes, helmets, goggles and hearing protection etc.) and there is a written procedure/policy for the issue, maintenance and storage of such equipment but the at the time of the inspection it could not be ascertained as to whether the check sheets were being used.	Ensure that the check sheets in the policy are being used correctly as discussed and retained for a period of 5 years.	

2/09	The Electricity at Work Regulations 1989	There is an overuse of extension leads in the main building.	Additional sockets 'should' be installed where there is an over reliance on the use of extension leads.	
2/09	The Electricity at Work Regulations 1989	A review of all portable electrical items should be done and where required PAT tested; the items should also be listed on a register which corresponds to the serial given on the inspection sticker.	Some PAT testing was still overdue but this was over 50% complete and is to be completed in the next 4 to 6 weeks.	

## Section: 3 – Working Environment

Ref No.	Section: 3  Environment	Unsatisfactory						Satisfactory				N/A or N/C	
		0	1	2	3	4	5	6	7	8	9		10
		Immediate action				Within specified time		Monitor					
3/01	Housekeeping	0	1	2	3	4	5	6	7	8	9	10	
3/02	Gangways (identified and clear etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/03	Floors (clean, level and well maintained etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/04	Lighting (adequate, clean and all working etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/05	Walls (clean, washable and painted etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/06	Windows (clean, operable and not broken etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/07	Ceilings (clean, painted, operable skylights and free from dust etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/08	Stairs and staircases (clear and with handrails etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/09	Mezzanine floors (safe access, with handrails and edge protection etc.)	0	1	2	3	4	5	6	7	8	9	10	NC
3/10	Access and egress (to and from workplace and in general)	0	1	2	3	4	5	6	7	8	9	10	
3/11	Safety signs (provided, correct and visible etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/12	Fire precautions (fire detection, firefighting and evacuation etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/13	Stacking and storage (tidy, safe heights and stable etc.)	0	1	2	3	4	5	6	7	8	9	10	
3/14	Extraction systems, correctly sited, effective and maintained etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
3/15	Personal protective equipment (available and worn etc.)	0	1	2	3	4	5	6	7	8	9	10	NC
3/16	Thermometers (displayed and visible)	0	1	2	3	4	5	6	7	8	9	10	NC
3/17	Temperature (adequate)	0	1	2	3	4	5	6	7	8	9	10	At 2 <sup>nd</sup> time of Audit

## Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/ measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

**Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100**

**0**      **10**      **20**      **30**      **40**      **50**      **60**      **70**      **80**      **90**      **100**

Action Plan

Section: 3 – Working Environment

Timeframes Corresponding to the Results of Each Section Question Set: \*1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
No issues from this section were identified at the time of audit					

## Section: 4 – Equipment

Ref No.	Section: 4  Equipment	Unsatisfactory							Satisfactory				N/A or N/C
		0	1	2	3	4	5	6	7	8	9	10	
		Immediate action				Within specified time			Monitor				
4/01	Machine guarding (fitted, suitable and used etc.)	0	1	2	3	4	5	6	7	8	9	10	
4/02	Hand tools (condition and suitable etc.)	0	1	2	3	4	5	6	7	8	9	10	
4/03	Power tools (condition and inspected etc.)	0	1	2	3	4	5	6	7	8	9	10	
4/04	Conveyor systems (guards and stops etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
4/05	Ladders (identified, registered, storage and inspected etc.)	0	1	2	3	4	5	6	7	8	9	10	
4/06	Steps (identified, registered, storage and inspected etc.)	0	1	2	3	4	5	6	7	8	9	10	Inc with Above
4/07	Mobile towers (inspected, maintained storage & training etc.)	0	1	2	3	4	5	6	7	8	9	10	NC

## Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

**Overall Section Compliance (%) = total score + maximum obtainable marks x 100**

[illegible]

Action Plan

Section: 4 – Equipment

Timeframes Corresponding to the Results of Each Section Question Set: \*1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
No issues from this section were identified at the time of audit					



## Section: 5 – Materials Handling

Ref No.	Section: 5  Materials Handling	Unsatisfactory							Satisfactory				N/A or N/C
		0	1	2	3	4	5	6	7	8	9	10	
		Immediate action			Within specified time			Monitor					
5/01	Overhead cranes (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/02	Pillar cranes (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/03	Vehicle mounted jib cranes (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/04	Chains, ropes and slings (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/05	Internal transport (inspected, SWL and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	N/C
5/06	Internal transport (training and refresher training)	0	1	2	3	4	5	6	7	8	9	10	
5/07	Battery charging area (access and signs etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/08	Hand trucks (condition, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/09	Stillages/pallets (condition and suitability etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
5/10	Lifts and hoists (inspected, SWL and training etc.)	0	1	2	3	4	5	6	7	8	9	10	See 5/04
5/11	Manual handling (assessed and training etc.)	0	1	2	3	4	5	6	7	8	9	10	See 2/04

## Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

**Overall Section Compliance (%)** = total score ÷ maximum obtainable marks x 100

0	10	20	30	40	50	60	70	80	90	100
					50					

Action Plan

Section: 5 – Materials Handling

Timeframes Corresponding to the Results of Each Section Question Set: \*1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
5/06		Internal Transport (training and refresher training)	Driver refresher training being conducted (hazard perception tests) but this is not being formally recorded. A number of drivers are still to complete this.	AI drivers should complete the hazard perception test and the results formally recorded by name. if this cannot be done using the current format then an alternative method should be sought/purchased.	
5/06		Internal Transport	Currently driving licenses are being checked.	These should be checked periodically online to ensure that drivers haven't received a ban or points for dangerous driving etc.	

## Section: 6 – Facilities

Ref No.	Section: <b>6</b>  <b>Facilities</b>	Unsatisfactory						Satisfactory				N/A or N/C	
		0	1	2	3	4	5	6	7	8	9		10
		Immediate action			Within specified time			Monitor					
6/01	Eating, drinking and cooking facilities (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/02	Toilets male (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/03	Toilets female (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/04	Cloakrooms/changing facilities (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/05	First aid boxes (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/06	First aid room (provided & condition etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
6/07	Drinking water (provided and identified etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/08	Washing facilities (provided and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/09	First aiders (identified, trained, and refresher courses etc.)	0	1	2	3	4	5	6	7	8	9	10	
6/10	Working pregnant women and nursing mothers	0	1	2	3	4	5	6	7	8	9	10	N/A

## Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/ measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

**Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100**

A horizontal number line starting at 0 and ending at 100. Major tick marks are labeled every 10 units: 0, 10, 20, 30, 40, 50, 60, 70, 80, 90, 100. A dot is placed on the line at the 80 mark, and the number 80 is written below the line at that position.

Action Plan

Section: 6 – Facilities

Timeframes Corresponding to the Results of Each Section Question Set: \*1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
No issues from this section were identified at the time of audit					

## Section: 7 – Special Risks

Ref No.	Section: 7  Special Risks	Unsatisfactory						Satisfactory				N/A or N/C	
		0	1	2	3	4	5	6	7	8	9		10
		Immediate action				Within specified time		Monitor					
7/01	Welding area (identified, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
7/02	Paint spraying (identified, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
7/03	Powder coating (identified, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
7/04	Plating operation (identified, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
7/05	Gas bottle/cylinder storage (controlled and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
7/06	Highly flammable liquids (storage and use etc)	0	1	2	3	4	5	6	7	8	9	10	
7/07	Noise (assessed and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	
7/08	Electrics (visual only)	0	1	2	3	4	5	6	7	8	9	10	
7/09	Chemicals (storage and use etc.)	0	1	2	3	4	5	6	7	8	9	10	
7/10	Pressure systems (identified and inspected etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
7/11	Showers/eye baths (provided and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	NC

## Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/ measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

**Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100**

[illegible]

Action Plan

Section: 7 – Special Risks

Timeframes Corresponding to the Results of Each Section Question Set: \*1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
No issues from this section were identified at the time of audit					

## Section: 8 – External Areas

Ref No.	Section: <b>8</b>  <b>External Areas</b>	Unsatisfactory						Satisfactory				N/A or N/C	
		0	1	2	3	4	5	6	7	8	9		10
		Immediate action			Within specified time			Monitor					
8/01	Structure (condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/02	Roof (condition etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/03	Fragile roof signs (displayed etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/04	Access and egress to roof (provided and condition)	0	1	2	3	4	5	6	7	8	9	10	No Direct Access
8/05	Fire escapes (provided, condition and protection etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/06	Yards (condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/07	Roadways and paths (condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/08	Car parking (provided, condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	
8/09	Loading bays/docks (condition and controlled etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
8/10	Direction signs (provided and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
8/11	Speed limit signs (provided and condition etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
8/12	Storage tanks (identified and secure etc.)	0	1	2	3	4	5	6	7	8	9	10	N/A
8/13	Storage tanks bundled	0	1	2	3	4	5	6	7	8	9	10	N/A

## Serial Compliance Scheme

0	1	2	3	4	5	6	7	8	9	10
Control not determined	No control	Part controls exist	Controls inadequate	Controls not used	Irregular use of controls	Additional training/ measures required	Basic legal compliance	Significant controls	Advanced controls	Optimum controls

**Overall Section Compliance (%) = total score ÷ maximum obtainable marks x 100**

0 10 20 30 40 50 60 70 80 90 100

80



**Action Plan**

**Section: 8 – External Areas**

Timeframes Corresponding to the Results of Each Section Question Set: \*1= Action Immediately; 2 = Action within a Specified Timeframe; 3 = Monitor

Ref No.	*	Consideration	Findings	Action Required	Remarks
No issues from this section were identified at the time of audit					

**Audit Report Acknowledgement**

Name	Position	Signature	Date
John Wright	Responsible Person Proper Officer (Chief Executive)		

## **Policy**

### **Health and Safety**

#### **Introduction**

In accordance with the Health and Safety at Work Act 1974, the town council regards health, safety and welfare as an essential objective. It recognises and accepts the requirement for providing a safe and healthy workplace and a safe working environment for employees and further accepts its responsibility for the health and safety of councillors and members of the public who may be affected by the council's activities. This policy details the statement of council and management commitment to health and safety, the organisation and responsibilities under health and safety, and the arrangements for health and safety within the organisation.

### **PART 1**

#### **Statement of Intent**

Lyme Regis Town Council are committed to achieving the following:

1. To have zero accidents amongst employees and others by engaging with staff to create a positive safety culture and empowering staff to create and review risk assessments for work they undertake in consultation with management.
2. Maintain a safe and healthy working environment including safe systems of work in consultation with staff.
3. Provide a health and safety organisation to effectively manage and monitor the safety arrangements.
4. Comply with all current applicable occupational health and safety legislation.
5. Achieve and maintain health, safety and risk control systems in line with occupational health and safety best practice and conduct systematic risk assessments and reviews.
6. Allocate sufficient time and other resources for health and safety.
7. Increase the awareness of all employees to the responsibility for the health and safety of themselves and others through training and communication.
8. Consult with employees on matters affecting their health and safety.
9. Provide suitable, safe, well maintained equipment and PPE.

## APPENDIX 9B

10. Ensure safe storage, handling and use of substances.
11. Provide information, instruction, training and supervision as appropriate.
12. Ensure all employees are competent to fulfil their tasks.
13. Promote a culture of continual improvement.
14. Ensure that deliberate breaches of health and safety rules and procedures lead to disciplinary action.
15. Review and revise the health and safety policy at least annually

Duty Holder: Town Clerk John Wright

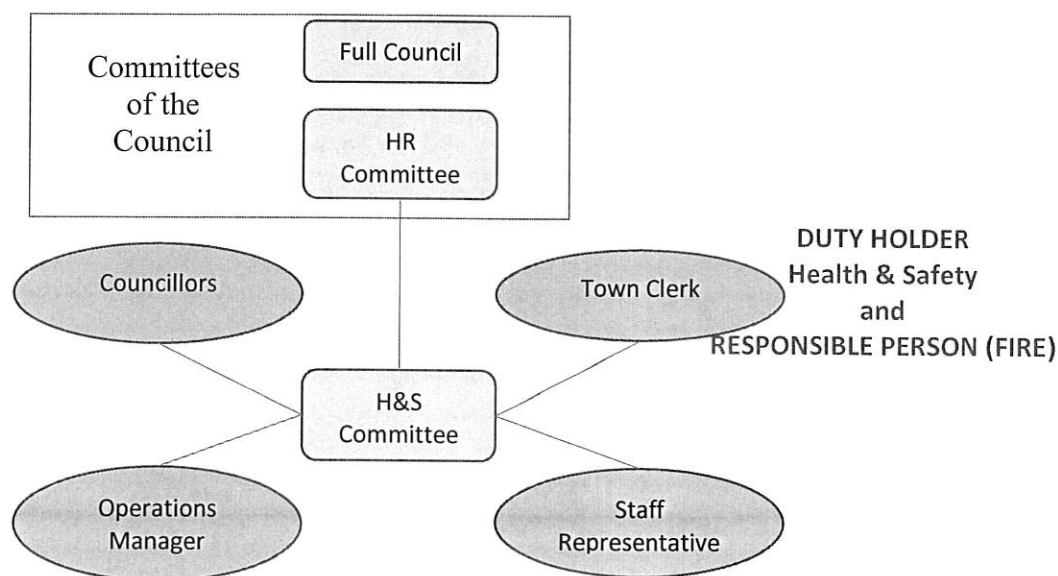
Signature: 

Date: 12 November 2019

Review Date: 11 November 2020

## PART 2

## Organisation and Responsibility



1. The Health and Safety Committee meets quarterly and reports to the Human Resources Committee of the council, and consists of Cllr J. Broom as chairman, Cllr G Stammers, Cllr S. Williams, the town clerk, the operations manager, the staff representative and secretary.
2. The town clerk has overall responsibility for health and safety and is the Duty Holder and Responsible Person (Fire). He is responsible for ensuring:
  - 2.1 the town council's health and safety policy is effectively implemented.
  - 2.2 reviewing this policy and other health and safety policies at least annually.
  - 2.3 reviewing health and safety performance, with information derived from audits, inspections, observations and investigations.
  - 2.3 adequate resources are available for the provision of appropriate health, safety and welfare arrangements.
  - 2.4 external health and safety and fire safety advice is sought where necessary.
  - 2.5 employers' Liability insurance is maintained.

- 2.6 purchasing other insurance as required, including insurance cover for company vehicles and plant.
- 2.7 keeping up-to-date on health and safety legal requirements and developments.
- 3. The operations manager is responsible for:
  - 3.1 notifiable injuries, diseases and dangerous occurrences are reported to the enforcing authorities as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
  - 3.2 ensuring all staff receive appropriate training, information and instruction relevant to their duties.
  - 3.3 in liaison with the Human Resources Committee, regularly reviewing training requirements and arranging training as necessary.
  - 3.4 ensuring risk assessments and safe working practices are reviewed regularly and updated as necessary.
  - 3.5 ensuring safety inspections are undertaken regularly and that defects are promptly rectified.
  - 3.6 encouraging consultation and staff input on matters relating to health, safety and welfare.
  - 3.7 ensuring all accidents are promptly reported and investigated.
  - 3.8 arranging the distribution of health and safety information.
  - 3.9 ensure COSHH risk assessments are completed and reviewed.
  - 3.10 arranging Health and Safety Committee meetings at least every three months to review the council's health and safety.
  - 3.11 disciplinary action is taken against staff who fail to follow council health and safety rules and procedures, as appropriate.
  - 3.12 arranging for periodic testing and inspection of the fixed electrical installations and portable appliances.
  - 3.13 ensuring that appropriate first aid arrangements are in place, including the appointment of sufficient first aiders and regular checks of first aid boxes and other similar first aid equipment.
  - 3.14 maintaining a log of all premise's checks, testing, maintenance and repairs.

4. Managers and Supervisors are responsible for:
  - 4.1 staff and visitors are provided with health and safety information and are monitored to ensure that any rules, processes and safe systems are being followed in line with this policy and others.
  - 4.2 appropriate induction training for employees and requesting any other health and safety training through the operations manager.
  - 4.3 risk assessments that cover all employee activities and that any actions and controls arising from them are implemented and findings are shared with the employees.
  - 4.4 consulting with employees on health and safety matters.
  - 4.5 work equipment is suitable for purpose and maintained in a safe condition.
  - 4.6 suitable personal protective equipment is provided and ensuring it is properly used.
  - 4.7 periodic inspections of the work equipment are carried out to ensure that high standards of health and safety are maintained.
  - 4.8 any health and safety concerns which they are not able to resolve are reported to the town clerk, operations manager or staff representative.
  - 4.9 assisting in the implementation of fire risk assessment control measures and the maintenance and testing of fire extinguishers and emergency lighting, and to ensure that fire safety remains at the forefront of their minds when planning and conducting their day-to-day activities.
  - 4.10 monitoring standards of housekeeping, to ensure that emergency escape routes are kept clear always and ensuring that all parts of the workplace maintained in a clean and safe condition.
  - 4.11 monitoring employees and each other for signs of workplace stress and to actively consider the work-life balance of those for whom they are responsible for and themselves.
  - 4.12 reporting accidents and incidents in line with company policy and to assist in any investigations as required.
5. The staff representative is available for staff to refer any health and safety issues to as required.

- 5.1 The council recognises no health and safety policy can be successful without the active participation of employees. It will therefore make and maintain suitable arrangements for consultation on matters of health, safety and welfare via the staff representative.
  - 5.2 The council will ensure suitable training is provided and time allowed so that the staff representative role can be effectively discharged.
6. Employees' Responsibilities
- 6.1 employees have a legal duty to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. They also have a legal duty to co-operate with their employer on matters of Health and Safety, and a duty not to interfere with or misuse anything provided in the interests of health, safety or welfare.
  - 6.2 behave in a professional manner, follow health and safety rules and not act in a way which would endanger themselves or others.
  - 6.3 familiarise themselves with this health and safety policy and risk assessments and comply with all instructions and control measures contained within them.
  - 6.4 work and use materials, vehicles and equipment in accordance with the training, information and instructions given.
  - 6.5 follow the safety arrangements and procedures established for their work activities.
  - 6.6 make use of all safety equipment, guards and personal protective equipment (PPE) provided. Wear PPE as instructed, store it to avoid damage, keep it cleaned and maintained and report losses or damage.
  - 6.7 stop work and liaise with their supervisor/manager if a work condition appears unsafe. Advise their line manager or staff representative of any deficiencies in the health and safety arrangements that come to their attention, including faults or defects in machinery, PPE, guards and other control measures. Do not attempt repairs unless qualified to do so.
  - 6.8 ensure that equipment and materials are stored safely when not in use.
  - 6.9 ensure their working area is kept tidy and that rubbish is placed in waste bins to avoid creating tripping hazards and clean up



spillages immediately. Waste materials are to be disposed of in the manner instructed so they do not create a hazard to others.

- 6.10 not to work under the influence of alcohol or drugs.
- 6.11 report any unsafe working practices, shortcomings in safety procedures, accidents and near-misses to their supervisor/manager.
- 6.12 breaches of the health and safety rules or interfering with safety equipment will be treated as a serious disciplinary offence.

## PART 3

### Arrangements

This section deals with the arrangements for Health and Safety at Lyme Regis Town Council; it is by no means exhaustive and is for the most part, general in its terminology, reflecting the obligations laid down in various 'pieces' of legislation which must be adhered to, in order to reduce risks of injury and ill health to levels that are deemed to be 'As Low As Reasonably Practicable' (ALARP).

#### 1. Fire Statement of Intent and Procedures

Lyme Regis Town Council will meet its statutory duty to comply with fire safety legislation and to reduce the risk of fire, causing death, serious

injury and property related losses. The town clerk is the Responsible Person (Fire). He is responsible for ensuring all employees are conversant with the following:

- 1.1 the action to be taken on discovering a fire.
- 1.2 the actions to be taken upon hearing the fire alarm.
- 1.3 raising the alarm.
- 1.4 the correct method for calling the fire brigade, remembering to give precise details of the location of the fire.
- 1.5 the location and use of fire-fighting equipment.
- 1.6 knowledge of escape routes.
- 1.7 appreciation of the importance of fire doors to help stop fires spreading and the need to close all doors at the time of a fire and on hearing the fire alarm.
- 1.8 stopping machines and, where practicable, isolating power supplies.
- 1.9 evacuation of the building. Where members of the public are present this will include reassuring them and escorting from the building.
- 1.10 details of muster (fire assembly) points.

- 1.11 staff will be made aware that, however tempting it may be, they should not return to their office to collect personal effects and valuables, but should proceed directly to the muster points and should not re-enter the building until authorised to do so.
- 1.12 practice fire drills will be carried out periodically on an unannounced basis to test the adequacy of the precautions and evacuation procedures.
- 1.13 fire alarms will be tested on a weekly basis. It will be the responsibility of the operations manager to ensure all fire alarm tests and drills are recorded on the record sheets provided.
- 1.14 the operations manager will be responsible for ensuring the emergency lights and smoke detectors are checked on a regular basis, recording all checks in the logs provided.
- 1.15 the operations manager will organise regular inspections of all fire extinguishers on the council's premises both internally and externally in liaison with the current maintenance company.
- 1.16 the operations manager is responsible for ensuring escape routes, stairways and passages are kept clear of obstructions.
- 1.17 the operations manager will ensure stocks of flammable items will be kept to the minimum level that is compatible with efficient working practice. Fuels, gases and organic solvents will be stored appropriately.

Responsible Person (Fire): Town Clerk John Wright

Signature:



Date: 12 November 2019

## **2. Abrasive Wheels**

- 2.1 A register of qualified employees is kept in the office and annually reviewed.

- 2.2 Only qualified staff on the register can use abrasive wheels and only in accordance with their training. The qualification lasts for three years.
- 2.3 Handheld abrasive wheels must only be used in a safe, barriered area.

### 3. **Accident/Near Miss Reporting and Investigation**

The council deem an accident and near-miss to be defined thus:-

Accident: any unplanned event that results in personnel injury or damage to property, plant or equipment.

Near-miss: an unplanned event which does not cause injury or damage, but could have done so. Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

- 3.1 All accidents and near misses must be reported in an accident book. Accident books are kept in the town council office, garden machinery workshop and amenities hut. They meet the requirements for accident recording that are required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR). Accident /Near Miss details written in accident books must be torn out from the accident book and delivered to the operations manager as soon as possible to comply with GDPR to protect names and addresses of individuals and to allow the operations manager to investigate, if necessary. Accident books will be reviewed regularly by the health and safety committee to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to any individual investigation of the circumstances surrounding each incident. This will ensure as far as reasonably practical, that proper action is taken to help prevent the accident re-occurring.  
Note: Investigation of an alleged accident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.
- 3.2 Specific injuries, diseases and dangerous occurrences must be reported by telephone to the enforcing authorities and followed up by form F2508 within 10 days
- 3.3 Any injury resulting in more than seven days' absence from normal work must also be reported to the HSE within 10 days on form F2508. This can be completed on the HSE website.

- 3.4 The following injuries are examples of reportable under RIDDOR when they result from a work-related accident:
  - 3.4.1 the death of any person (Regulation 6).
  - 3.4.2 specified Injuries to workers (Regulation 4).
  - 3.4.3 injuries to workers which result in their incapacitation for more than 7 days (Regulation 4).
  - 3.4.4 injuries to non-workers which result in them being taken directly to hospital for treatment.
- 3.5 The operations manager will conduct, record and report any necessary incident investigation due to accidents, incidents or near misses as directed by the town clerk.
- 3.6 Any non-employee who experiences an accident or near-miss whilst on council premises should report the incident immediately to any available council employee to ensure the council accident procedure is followed.
- 3.7 Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. The council takes the responsibility for its contractors of notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, therefore the operations manager or town clerk must be informed immediately.
- 3.8 Safe System of Work: All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted:
  - 3.8.1 ensure the accident report form is completed and forwarded to the operations manager.
  - 3.8.2 obtain treatment for any injury from a first-aider or the local hospital.
  - 3.8.3 ensure that the area is made safe and poses no risk to other personnel (**except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority**).
  - 3.8.4 enter details in the accident book.

3.8.5 inform the injured person's manager (or operations manager or town clerk) of the incident.

3.8.6 keep the council informed of any after-effects, including periods of incapacity for work.

#### **4. Alcohol and Drugs**

4.1 Employers have a legal duty to protect employees' health, safety and welfare. Understanding the signs of drug and alcohol misuse (or abuse) will help manage health and safety risk in the workplace and deal with drug and alcohol-related problems and support employees.

4.2 Misuse is not the same thing as dependence. Drug and alcohol misuse is the use of illegal drugs and misuse of alcohol, medicines and substances such as solvents.

4.3 The following are possible warning signs which could indicate drug or alcohol misuse:

unexplained or frequent absences.  
a change in behaviour.  
unexplained dips in productivity.  
more accidents or near-misses.  
performance or conduct issues.

These can also be signs of other things, like stress or illness.

4.4 Safety-critical elements must be considered where drug or alcohol misuse could have a serious outcome, for example these are:

using machinery  
using electrical equipment or ladders  
driving or operating heavy lifting equipment

Tailored work programmes avoiding safety-critical equipment to keep the employee and others safe should be employed.

4.5 If an employee declares they have a drug or alcohol problem, they will be encouraged to get help from their GP or a specialist drug or alcohol agency and a referral to an occupational health service should follow. This will allow the council to help and support the member of staff rather than initially lead to dismissal.

4.6 In certain circumstances dismissal may be the only option but all avenues of support, including tailored work, should be exhausted first.

**5. Communication and Consultation with Employees**

- 5.1 Managers communicate with staff both individually and through weekly staff meetings.
- 5.2 The quarterly health and safety committee allows employees to regularly feedback into the safety management system and council via either their manager or the staff representative on the committee.

**6. Consumption of Food**

- 6.1 Food should only be consumed in rest areas. If food is to be eaten in the workplace individuals are to ensure that their work activities do not contaminate their foodstuffs; personal hygiene and the washing of hands prior to eating is to be observed at all times.

**7. Control of Substances Hazardous To Health Regulations (COSHH)**

- 7.1 The town council will comply with the Control of Substances Hazardous to Health Regulations 2002.
- 7.2 Manufacturer's safety data sheets will be obtained from suppliers and held on file. These do not constitute COSHH risk assessments but are required to provide the information to enable risk assessments to be completed.
- 7.3 Assessments will be carried out and will consider the hazardous substances used or created, the working processes involved, and how tasks are performed. More than one assessment may be required for one substance if it is used in different ways which create different risks.
- 7.4 The first task is to determine the hazardous substances used or created, e.g. paints, isocyanates, solvents, dusts and fumes, and the risks they pose. This is followed by an examination of any risks their application or use could create and whether any of these risks could be eliminated by substitution of a non or less hazardous product. If this is not possible, an assessment should be undertaken to establish how any risk can controlled. Where control is not possible or there is some residual risk then, as a last resort, personal protection equipment may be required.
- 7.5 Fuels have a lockable container outside the Cadet Hut.
- 7.6 Bottled Gases have a lockable cage outside the Cadet Hut.



- 7.7 COSHH lockers exist in the Cadet Hut, Cemetery Workshop and Control room on the seafront along with risk assessments and signing sheets.

**8. Discipline and Reward**

- 8.1 It is the responsibility of the management team to communicate individual and organisational benefits of working safely and that the advantages of working safely far outweigh the disadvantages. It is accepted that many risk control measures have immediate negative consequences, such as discomfort, inconvenience and reduced output, but effective safety management and risk control must remain paramount.
- 8.2 The effect of failings in safety performance may have an adverse impact on business performance and the application of sanctions may be applied to restore and safeguard this. Action may be taken which could result in a range of outcomes, from an informal interview, a rebuke and in the most serious of cases, dismissal.
- 8.3 Good safety performance should be rewarded, rewards should be linked to the task, be visible to others and as immediate as possible. The rewarding of employees for working safely through positive means such as praise, recognition and/or by other positive methods is encouraged.

**9. Display Screen Equipment**

- 9.1 The town council will comply with the Display Screen Equipment Regulations 1992 (amended 2002).
- 9.2 The town council will assess all workstations staffed by employees who use visual display unit (VDU) screens as part of their usual work and will ensure, as far as reasonably practicable, all work stations meet the requirements set out in the schedule to the regulations.
- 9.3 The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- 9.4 VDU screen users are encouraged to take periodic breaks in their work.
- 9.5 Eyesight tests will be provided for VDU screen users on request.

**10. Electricity at Work**

- 10.1 The town council will comply with the Electricity at Work Regulations 1989

- 10.2 The town council will have its electrical wiring checked periodically or when new work is undertaken. Installation records will be held in the council's office
- 10.3 Residual current devices and 110 volt transformers/generators will be used where possible
- 10.4 All portable electrical appliances will be registered and inspected and tested at least every three years by a competent electrical contractor and in some circumstances more frequently based on the type of appliance or environment it is used in.

**11. Eyesight Tests / VDU spectacles**

- 11.1 The Display Screen Equipment Regulations 1992 regulation 5 sets out an employer's responsibility for providing eyesight tests. It details that the employer must ensure that employees who are VDU users, or who are to become VDU users, are provided with an appropriate eyesight test if they request one. VDU users are defined as employees who habitually use display screen equipment as a significant part of their normal work. The test must be carried out as soon as practicable after the request or, where the individual is to become a VDU user, before he or she does so. Thereafter, the employer must ensure that the VDU user is provided with further eyesight tests at regular intervals. This would normally be no more frequently than at annual intervals unless in exceptional circumstances.
- 11.2 LRTC will reimburse staff up to £60 for spectacles for a VDU user only if the results of his or her eye and eyesight test show that special corrective lenses are necessary for VDU work and that normal corrective lenses cannot be used. Only a small number of people need special spectacles for VDU work. These typically have prescription lenses for the intermediate distance at which the VDU screen is viewed.
- 11.3 LRTC will reimburse staff up to £20 for an eyesight test for any member of staff, who is an habitual VDU user, at any local area qualified ophthalmologist or optometrist.

**12. First Aid**

- 12.1 The council has carried out an assessment of first-aid requirements; this involved consideration of workplace hazards and risks, the size of the organisation, the number and distribution of employees and other relevant factors, to determine what first-aid equipment and facilities should be provided. In addition, the council shall provide trained and certified first aiders in line with the findings of the first aid

assessment and ensure that first aid equipment is available for use at all times. The location of first aid boxes and the details of first aiders are to be clearly displayed on the health and safety notice board, in the contractors and visitor's safety brief and in other key documentation such as induction training records.

- 12.2 The town council will comply with The Health & Safety (First Aid) Regulations 1981 and HSE basic advice leaflet INDG 347. First aid boxes are located in the council office, cemetery workshop, jubilee pavilion, seafront rooms, amenities hut, enforcement hut and council vehicles.
- 12.3 All boxes are checked and safety-sealed with a note of the use by dates kept with the log. The operations manager will ensure the contents of the first aid boxes are regularly monthly, that correct levels are maintained, and contents are replaced after their expiry date. Tablets or medicines are not kept in first aid boxes.

### **13. Health Surveillance**

- 13.1 Health surveillance is a system of ongoing health checks. These health checks may be 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, or work in compressed air.
- 13.2 Health surveillance is conducted annually for cleansing, gardening, lengthsmen and maintenance staff.
- 13.3 Staff receive a questionnaire covering the detection of noise induced hearing loss, the recognition of lung conditions caused by work, the detection of hand arm vibration syndrome and detection of skin conditions caused by work.
- 13.4 Health surveillance questionnaires are reviewed by the town clerk and operations manager and any significant issues are reported to the health and safety committee.
- 13.5 Health Surveillance allows the council to:
  - 13.5.1 detect ill health early to allow introduction of controls to prevent them getting worse.
  - 13.5.2 provide data to help the council evaluate health risks.
  - 13.5.3 enabling employees to raise concerns about how work affects their health.

13.5.4 highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment.

13.5.5 provide an opportunity to reinforce training and education of employees (eg on the impact of health effects and the use of protective equipment).

**14. Housekeeping**

14.1 The town council will comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

14.2 Good housekeeping is a pro-active way of preventing many hazardous conditions that may result in injury to people. The use of a checklist is encouraged with the proviso that it can blinker the inspectors and not allow them to think in broader terms than the list in front of them. Hazardous items discovered should be put right immediately where possible, e.g. trailing leads, gangway obstructions.

14.3 The operations manager and works supervisor will conduct regular inspections of the workplace. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the council's operations.

14.4 Workplace inspections will also provide an opportunity to review the continuing effectiveness of the safety policy and identify areas where revision of the policy may be necessary.

**15. Ladders and Step Ladders**

15.1 All ladders are to be of the appropriate industrial standard and inspected by the user before every use.

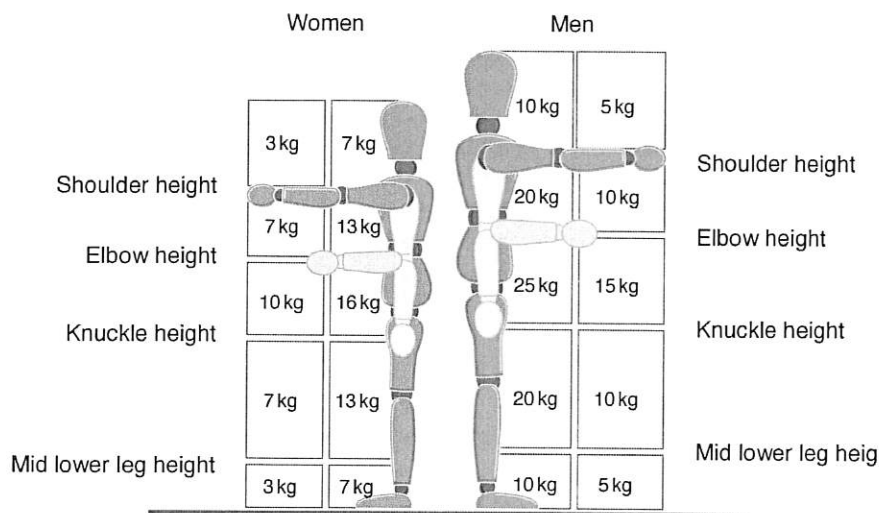
15.2 All ladders are checked and safety tag signed on a weekly basis. Any ladders deemed not to be in a suitable condition shall be immediately removed from the work place.

15.3 Ladders are only to be used for short term work. Other means of gaining height must be used if the works required; will take hours rather minutes or demands several different positions at height or requires both hands to operate eg. scaffold tower or cherry picker.

**16. Legionella**

- 16.1 The legionella risk assessment is to be reviewed annually by a legionella specialist.
- 16.2 Legionella flushing and temperature checks are conducted weekly across the council estate in accordance with the legionella flushing policy in areas highlighted by the risk assessment.
- 17. **Lone Working**
  - 17.1 A lone working policy is in force.
- 18. **Lifting Operations and Lifting Equipment**
  - 18.1 The operations manager will arrange for all necessary service inspections and LOLER inspections and keep records. Any lifts or lifting equipment that fails an inspection will be put out of action immediately.
- 19. **Manual Handling of Loads (Lifting/Carrying & Pushing/Pulling)**
  - 19.1 The town council will comply with The Manual Handling (Operations) Regulations 1992.
  - 19.2 Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.
  - 19.3 Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
  - 19.4 All possible steps will be taken to reduce the risk of injury to the lowest level possible.
  - 19.5 Wherever reasonably practicable, lifting and moving objects will be done by mechanical devices rather than manual handling. The equipment used will be appropriate for the task.
  - 19.6 The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
  - 19.7 When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
  - 19.8 The route over which the load is to be lifted or moved should be inspected to ensure it is free of obstructions or spillage which could cause tripping or spillage.

- 19.9 Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.



- 19.10 Where team lifting or moving is necessary, one person should act as co-ordinator, giving commands to lift, lower etc.

- 19.11 When lifting an object off the ground employees should assume a squatting position, keeping their head back and their back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

## 20. Mobile Tower Scaffolds and Cherry Pickers

- 20.1 Only PASMA qualified staff can use the council mobile tower scaffold and only IPAF Category 1b qualified staff can use the appropriate hired cherry picker for that qualification. These shall only be used in accordance with their training. The qualifications lasts for five years.

- 20.2 Non-qualified members of staff may use the mobile scaffold tower or hired cherry picker only if supervised and accompanied on the scaffold or in the basket of the cherry picker by a qualified member of staff.

## 21. Monitoring Procedures & Safety Inspections

- 21.1 To monitor the effectiveness of the council's health and safety systems, audits will be undertaken, using external services if required. Copies of the results of these audits will be shared with employees.

- 21.2 Managers will carry out regular, at least quarterly, safety inspections of their areas of responsibility and equipment to

ensure safety standards and housekeeping best practices are maintained. Additional health and safety arrangements will be developed as indicated by risk assessments.

- 21.3 Health and Safety will be reviewed quarterly by the Health and Safety Committee.
- 21.4 The minutes from the H&S committee meeting will be submitted to the council's Human Resources Committee, along with a report, if necessary, from the town clerk or operations manager.
- 21.5 Consultation Arrangements

The local Inspector's office and telephone number is:

HM Inspector of Health & Safety,  
Inter City House,  
Mitchell Lane,  
Bristol  
Tel: 0117 929 0681

## **22. Noise & Vibration**

- 22.1 The council uses equipment that produces noise and vibration. Risk assessments and control measures will be employed to mitigate risk eg. appropriate SNR ear defenders are employed and anti-vibration gloves are available.
- 22.2 Noise and vibration from equipment is measured and recorded on a six monthly basis using a class 2 sound level meter and a vibration monitor. For noise, the HSE calculator is used to ensure the correct rated ear defenders for different equipment are employed. For vibration, the HSE calculator indicates the exposure action and limit value and these are communicated to staff through staff meetings and toolbox talks following six monthly measurements.
- 22.3 Anyone using more than one item of vibrating equipment on one day is instructed to note the exposure action value detailed on the machine inventory spreadsheet and use the HSE calculator to check exposure. Employees should contact the operations manager if unsure.
- 22.4 Employees receive regular noise and vibration training through tool box talks.

## **23. PAT Testing**



- 23.1 The council is committed to ensuring electrical safety with portable appliances. Further information can be found in the councils PAT Testing policy.

**24. Permits to Work**

- 24.1 A permit to work is a formal, written, safe system of work to control potentially hazardous activities. The permit details the work to be done and the precautions to be taken (for instance, they may involve limiting the movement of overhead cranes, the precautions needed for high voltage or hot work or they might detail rescue arrangements for certain types of work). Permits should be issued, checked and signed off as being completed by someone competent to do so, and who is not involved in undertaking the work. Permits for work will be issued to contractors as necessary by the operations manager.

**25. Personal Protective Equipment**

- 25.1 The town council will comply with the Personal Protective Equipment at Work Regulations 1992.
- 25.2 Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- 25.3 Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their line manager.
- 25.4 Further details can be found in the councils Management of PPE policy.

**26. Risk Assessment and Hazards**

- 26.1 There are five stages to risk assessment:
  - 26.1.1 identify significant hazards
  - 26.1.2 decide who might be harmed; employers, sub-contractors, site visitors, customers, members of the public
  - 26.1.3 Evaluate the risks and decide on controls; can the hazard be eliminated, if not how can it be controlled or minimised
  - 26.1.4 Record the findings; pass on information to employees
  - 26.1.5 Review the assessments to ensure they remain valid



- 26.2 In undertaking risk assessments, the level of detail should be broadly proportional to the risk. The purpose is not to catalogue every trivial hazard; nor is the employer or self-employed person expected to be able to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what is reasonably practicable to expect employers to know about the hazards in their workplaces.
- 26.3 Hazard Identification. The town council will comply with the Management of Health and Safety at Work Regulations 1992.
- 26.4 To develop and maintain the council's health and safety arrangements and ensure action is taken to eliminate or control the risks associated with its work activities, a programme of hazard identification and risk assessment is undertaken and reviewed every three months.
- 26.5 The procedures to be adopted, copies of the required documentation and the results of the programme will be maintained in the risk assessment files held in the council's offices and on the council's computer files. Employees will be made aware of the significant findings of any review that affects them.
- 26.6 Management of Health and Safety at Work Regulations 1992, summary of legal employers' responsibilities:
  - 26.6.1 to carry out and record the findings of risk assessments and any arrangements made as a result of the risk assessment (regulation 3).
  - 26.6.2 to plan, organise, control, monitor and review all measures taken as a result of the risk assessment (regulation 4).
  - 26.6.3 to provide health surveillance, for example keeping individual health records of employees (regulation 5).
  - 26.6.4 to appoint one or more 'competent persons to help comply with the relevant statutory obligations (regulation 6).
  - 26.6.5 to establish appropriate procedures which are to be followed in the event of serious and imminent danger to persons at work (regulations 7).
  - 26.6.6 to provide information on the risks employees are exposed to and the measures taken by the employer in

accordance with the risk assessment procedure (regulation 8).

26.6.7 to provide comprehensive information on health and safety to temporary workers and employees of an employment business (regulation 10).

26.6.8 to consider the capabilities of their employees as regards health and safety before entrusting any tasks to them (regulation 11).

26.6.9 Management of Health and Safety at Work Regulations 1992, summary of legal employees' responsibilities: Employees are now under a duty to use any equipment provided to them by their employers in accordance with the instructions and training that has been given to them (regulation 12).

**27. Smoking / Vaping**

27.1 Smoking is not encouraged as it has been proven to be harmful to health.

27.2 All council premises are no smoking/vaping buildings.

27.3 Staff who wish to smoke/vape must do so outside and in the vicinity of a breakspace area. Smoking/Vaping is not to be conducted in council vehicles or during the course of their duties.

**28. Stress**

28.1 Managers will use the HSE's management standards approach to dealing with stress by risk assessing work activity and promoting active discussion and working in partnership with employees to help decide on practical improvements that can be made.

28.2 The Management Standards are:

Demands – this includes issues such as workload, work patterns and the work environment.

Control – how much say the person has in the way they do their work.

Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

Change – how organisational change (large or small) is managed and communicated in the organisation.

**29. Training**

- 29.1 The town clerk will arrange for induction training for all new members of staff. Where additional training is identified as necessary for the health, safety and welfare of staff, it will be given in-house or by outside agencies e.g. Abrasive Wheels, Chainsaws, Display Screen Equipment, Use of Specialised Personal Protective Equipment such as respiratory protection equipment, Manual Handling, COSHH awareness, IOSH Working Safely etc.

**30. Violence**

- 30.1 The Health and Safety Executive defines work-related violence as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.'
- 30.2 The council should ensure the possibility of violence to its staff is considered when undertaking risk assessments. Every effort should be made to reduce the possibility of violence to the minimum level that is reasonably practicable by using safe working practices.
- 30.3 All incidents in which member(s) of the council's staff are abused, threatened or assaulted must be reported to the town clerk.

**31. Welfare Provision**

- 31.1 Staff toilets / handwashing sinks are provided across the council's estate.
- 31.2 Drinking water is available across the council's estate.
- 31.3 Works handwashing facilities are available at the Cadet Hut.
- 31.4 Shower facilities are available at the Candles on the Cobb Pavilion.
- 31.5 Meal breaks can be taken in provided break spaces.

- 31.6 Lockers for clothing and changing / drying space is available in the Cadet Hut.
- 31.7 Weekly cleaning rotas are in place at the Cadet Hut and Amenities Hut and a cleaner is employed daily in the office. An adequate supply of toilet paper, soap, paper towels etc is provided.

**32. Work Equipment Safety Procedures**

- 32.1 The town council will comply with The Provision and Use of Work Equipment Regulations 1998.
- 32.2 Where possible, equipment will be purchased which confirms to British Standard or Central European Normalisation safety standards. The town clerk should be consulted if these requirements cannot be complied with.
- 32.3 The council's safe system of work for each item of equipment must be adhered to, including before and after use safety checks, and any necessary PPE must be worn.
- 32.4 Only staff in-date for training, on specific items such as the tractor, abrasive wheels and chainsaws, may use that council equipment. Details are held on the council's training and competency register.

**33. Workplace Transport**

- 33.1 The council has various vehicles for different functions, these include, a New Holland T5 Tractor, Ford Double-Cab Tipper, Mitsubishi L200 Lengthsman Tipper, Ford Courier Maintenance Van, Kawasaki Mule and EPower Trucks AMP XL with cage for rubbish collection.
- 33.2 Vehicles are safety checked daily by staff responsible for that vehicle. Servicing and MOT's are organised by the works supervisor. Cleaning is conducted by the team responsible for the vehicle.
- 33.3 Staff hazard perception testing is completed annually and driving licence checks periodically for those that drive council vehicles.
- 33.4 Fuel cards are issued for Uplyme petrol station.
- 33.5 Fuel for garden machinery is to be carried securely on/in council vehicles in the containers provided and when not in use is to be stored in the lockable container outside the Cadet Hut.

**34. Summary**

- 34.1 The company recognises that the sharing of key information is critical for the effective management of risk, the coordination of H&S management and improved business performance. This document aims to promote such cooperation and underpins the importance given to safety and health by the MD.
- 34.2 This document shall be continually reviewed and developed, with the overarching aim of conducting all activities in a manner that seeks to protect the H&S of everybody and with due consideration given to the protection of the environment in all that we do.
- 34.3 Everyone that works in or visits our company is expected to share this commitment and to work with us to achieve it.

**35. Review**

- 35.1 This policy will be reviewed annually or sooner if there are changes in legislation or best practice

**Implementation Date:** February 2020

**Review Date:** February 2021



John Wright  
Town Clerk  
February 2020

**Committee:** Human Resources

**Date:** 8 January 2020

**Title:** Members' Allowances

**Purpose of Report**

To allow members to consider the findings of Dorset Council's Remuneration Panel on town and parish councillors' allowances and to determine the level it wishes to set members' allowances at

**Recommendation**

Members consider the findings of Dorset Council's Remuneration Panel on town and parish councillors' allowances and determine the level it wishes to set members' allowances at

**Background**

1. This committee considered the issue of members' allowances on 5 October 2016, 9 November 2016, and 7 June 2017. It was also discussed during the 2017-18 budget-setting process.
2. During this period of debate, the issue for this council was the formula used by Dorset Council's predecessor, West Dorset District Council (WDDC), to calculate the level of members' allowance; the formula, which was a percentage of the payment to a WDDC councillor, was based on population, not budget.
3. The formula produced a members' allowance in Lyme Regis at 10% of a WDDC's members' payment whereas a town councillor in Dorchester received an allowance of 20% of a WDDC's members' payment even though both councils have a similar sized budget.
4. When this committee last considered this issue on 7 June 2017, as part of the town clerk's report preparation, contact was made with WDDC's corporate manager for democratic services who was happy to bring the town council's concerns to the next meeting of the remuneration committee but didn't anticipate the committee would meet before 2019, i.e., until after the formation of the new unitary authority.
5. This committee's recommendation to the Full Council was to:

'hold the members allowance at its current level until WDDC Parish Remuneration Scheme meets again, and to make a representation to the panel to re-consider the method for calculating members' allowance<sup>1</sup>.'

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<sup>1</sup> Representation was made to WDDC and Dorset Council, but this was not presented to the panel. The town clerk raised this with Dorset Council and has received an apology from the service manager for

6. This recommendation was approved by resolution of the Full Council on 12 July 2017.
7. The allowance currently payable to town council members is £489 per annum, i.e., 10% of the allowance paid to a West Dorset District Council member. The allowance paid to Lyme Regis' mayor, i.e., its chairman, is budgeted at £4,700 for 2020-21.

### **Report**

8. On 4 December 2019, the deputy town clerk received an email from Dorset Council which attached recommendations of the Dorset Parish Independent Remuneration Panel, **appendix 10A**.
9. Based on electorate size, paragraph 9 of the panel's report assessed Lyme Regis members' maximum basic allowance at £390 per annum, i.e., 3% of the £13,000 per allowance of a Dorset Council member.
10. The rationale for the reduction isn't consistent with the report. Paragraph 6 of the report states the panel was advised, 'that the level of responsibilities and workloads of parish and town councillors have not changed significantly since they were last reviewed<sup>2</sup>.' However, a reduction of £99.00 (20%) per annum is recommended.
11. In paragraph 10, the panel's report recommends, 'that if a council pays an enhanced basic allowance to its chairman, then such chairman's basic allowance shall not exceed twice that basic allowance payable to other members.'
12. Paragraphs 13, 14 and 15 of the panel's report makes recommendations on mileage and subsistence allowances and proposes the adoption of a scheme of approved duties which attract such allowances.
13. Paragraph 16 of the panel's report recommends, 'that where any council adopts a scheme of allowances, the commencement of such a scheme should be back dated to the commencement of the current municipal year.'
14. Paragraph 7 of the panel's report recommends, 'that a further review is undertaken in 12 months' time.'

### **Status of the Recommendations of the Dorset Parish Independent Remuneration Panel**

15. The panel is appointed under Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003. Its remit is to review and recommend

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democratic and legal services. Assurances have been given that the town council's position will be considered by the panel when it meets in 2020.

<sup>2</sup> West Dorset District Council (WDDC) Parish Remuneration Scheme's last recommendations were made in June 2011.



allowances for town and parish councils who administer or seek to introduce a scheme of members' allowances.

16. Regulation 29 requires the panel to express any recommendation for a basic allowance for town and parish councils as a monetary sum and as a percentage of the Dorset Council's basic allowance.
17. Regulation 25 of The Local Authorities (Members' Allowances) (England) Regulations 2003 highlights the discretionary nature of these allowances. Subsection 2 states that a council 'must have regard' to the recommendations of the Remuneration Committee. Whilst a council would not be obliged to pay allowances, they may therefore pay less than the amount suggested by the committee.
18. A view is that the discretionary nature of Regulation 25 could allow a council to set members' allowances above the recommendation of a Remuneration Panel, but this would have to be made public.
19. Advice received from the National Association of Local Councils is that, 'as soon as reasonably practical after setting the levels at which the allowance is paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information:
  - Any recommendation in respect of parish basic allowance made by the parish remuneration panel
  - The level or levels at which the authority has decided to pay basic allowance and to which members it is to be paid
  - A statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.
20. The town council set its members' allowance budget for 2019-20 based on recommendations from WDDC's Remuneration Panel which met in June 2011, i.e., the latest recommendations on this matter. An adjustment to this allowance at this stage in the financial year isn't appropriate.
21. Looking forward to 2020-21, the town council may wish to review its members' allowance budget. Alternatively, it may wish to review any adjustment in members' allowances after a further review is undertaken by Dorset Parish Independent Remuneration Panel in 12 months' time.
22. Any recommendations from this committee will be considered by the Full Council on 19 June 2020.

John Wright  
Town clerk  
January 2020



## Members' Allowances – Recommendations of the Dorset Parish Independent Remuneration Panel

1. This report has been prepared by the Dorset Parish Independent Remuneration Panel (the **Panel**) comprising three individuals drawn from the community, all of whom have significant previous experience in the work of local authority remuneration panels:

- (i) Mr John Quinton (Chairman);
- (ii) Mr Keith Broughton; and
- (iii) Mr Martin Varley.

2. The Panel is established to make recommendations on the scheme of members' allowances for civil parish councils within the Dorset Council district. The Panel has been appointed under Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003 (the **Regulations**) to review and recommend allowances for those parish and town councils within the Dorset Council district that choose to administer or introduce a scheme.

3. The Panel noted that, historically, few parish and town councils in districts within the former Dorset County Council area have implemented schemes of allowances. The Panel recognises that many parish and town councils in Dorset are small and run with small precepts.

4. The Panel is authorised to make recommendations as follows:

- a) the amount of a basic allowance, and whether this should be payable to all members or only to the chairman;
- b) whether, if the basic allowance is payable to both the chairman and all members, the allowance payable to the chairman should be set at a higher level and if so, what that higher amount should be;
- c) the amount of travelling and subsistence allowances payable and the responsibilities or duties for which any such allowance is payable.

5. Regulation 29 requires that the Panel must express any recommendation for a basic allowance for parish and town councils as a monetary sum and as a percentage of the Dorset Council's basic allowance.

6. The Panel's review took into account the changing context of local government within Dorset and the move to a unitary council form of governance. Dorset Council is a district council with county council powers. In the long-term this may result in delegation of functions to parish and town councils, and therefore more responsibilities for councillors. The Panel was advised that no such process had commenced and that the level of responsibilities and workloads of parish and town councillors have not changed significantly since they were last reviewed.

7. The Panel was provided with the current schemes of allowances payable to parish and town councils within the former West Dorset and Purbeck District Councils. The Panel took into consideration that these authorities were abolished on the creation of Dorset Council. The effect of local government reorganisation and the effect on members of councils will not be understood until the new arrangements are bedded in. Therefore, the Panel **recommends** that a further review is undertaken in 12 months' time.

8. The Panel is of the view that the size of a council's electorate is a significant indicator of the complexity of the role of its respective members. It may be possible, in the future, to accommodate special circumstances pertaining to a council by characterising it at a different Level, following a further review. The Panel was informed that the Dorset Council is not aware currently of any such special circumstances in relation to any town or parish council in the Dorset Council area.

Level 1	up to 2,499	Small, mainly rural parishes
Level 2	2,500-4,999	Large rural parishes small towns
Level 3	5,000-9,999	Small market towns
Level 4	10,000-19,999	Larger market towns/local centres
Level 5	20,000-35,000	Significant towns
Level 6	35,001 and above	Major population centres

9. The Panel therefore **recommends** that the maximum basic allowance payable to members of parish and town councils be as follows calculated on a basic allowance for 2019/20 of £13,000 as set out in Dorset Council's Scheme of Members' Allowances:

	<b>Electorate</b> <b>(The number of councils</b> <b>that fall within each</b> <b>grouping is shown in</b> <b>brackets)</b>	<b>Percentage of</b> <b>basic allowance</b> <b>paid to Dorset</b> <b>Councillors</b>  <b>£</b>	<b>Maximum basic</b> <b>allowance per</b> <b>Town/Parish</b> <b>Councillor</b>  <b>£</b>
Level 1	0 – 2,500 (240)	2%	260
Level 2	2,501 – 5,000 (9)	3%	390
Level 3	5,001 – 10,000 (13)	4%	520
Level 4	10,001 – 20,000 (3)	5%	650
Level 5	20,001 – 35,000 (0)	8%	1,040

Level 6	35,001 and above (1)	10%	1,300
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10. The Panel **recommends** that if a council pays an enhanced basic allowance to its chairman, then such chairman's basic allowance shall not exceed twice that basic allowance payable to other members.

11. In view of the number and the differences in both size and scale of activity, the Panel **recommends** that, **each parish and town council should determine the basic and chairman's allowances, subject to the maximum set out above.** Each council is in the best position to make a judgement, based on individual circumstances, whether it is appropriate to pay:

- (i) all or part of the basic allowance to reflect any incidental costs and time commitment;
- (ii) a basic allowance to all members or just the chairman; or
- (iii) a higher amount to the chairman if all members are entitled to receive an allowance, subject to this not exceeding twice the maximum basic allowance set out above.

12. Where any scheme for the payment of vehicular travel allowances exceeds the allowances specified by HM Revenue and Customs Mileage Allowance Payments (**MAPs**), the excess is a taxable benefit to the claimant. The Panel further notes that to introduce taxable benefits into the travel allowances scheme would be a disproportionate bureaucratic burden on the council.

13. MAPs are currently:

- i) Car – 45p per mile up to 10,000 and 25p per mile thereafter;
- ii) Passenger payments – up to 5p per mile per passenger (up to a maximum of four) to be claimed only for passengers who would otherwise be eligible for travelling allowance;
- iii) Motorcycle – 24p per mile; and
- iv) Bicycle – 20p per mile.

14. The Panel **recommends** that:

- i) vehicular travel allowances be equal to MAPs;
- ii) travel by public transport (including rail and bus) reimbursement of the standard fare or actual fare paid; and
- iii) parking fees – actual amount paid.

15. The Panel **recommends** that any subsistence allowances should be based on reimbursement of receipted expenditure within the maximum limits as set out in the Dorset Council's scheme for officers as set out below.

Breakfast (business journeys must start before 7am)	£5.11
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Lunch (business journeys must entail working away from home between 12 and 2pm)	£6.99
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Dinner (can only be claimed when required to work away from home after 8.30pm)	£12.36
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In addition, subsistence for overnight absence, other than London, should be £85.92 (room only and including VAT) or £112.96 if in London.

15. The Panel **recommends** that individual councils agree a list of approved duties for the payment of travel and subsistence allowances, similar to that set out in the Dorset Council's Scheme of Members' Allowances, and this be kept under regular review by the council.

16. The Panel wishes to emphasise that it does not suggest that it is appropriate for all councils to pay allowances. The Panel's recommended guideline is a maximum figure within which each council can determine its own scheme, if this is felt justified. The Panel **recommends** that where any council adopts a scheme of allowances, the commencement of such scheme should be back dated to the commencement of the current municipal year.

John Quinton

11 November 2019

**Committee:** Human Resources

**Date:** 15 January 2020

**Title:** Environment Training

**Purpose of Report**

To allow members to consider environment training for members and officers

**Recommendation**

Members approve environment training for members and officers

**Background**

1. At the Full Council meeting on 24 July 2019, this council declared a climate and environmental emergency. To support this low carbon initiative, officers should receive appropriate training. Members have also expressed interest in environment training.
2. This committee discussed environment training on 23 October 2019 and it was subsequently resolved at Full Council to defer consideration of environment training for members and officers to the first meeting of the Human Resources Committee in 2020 when the extent of the costs of other environmental initiatives may be better understood.

**Report**

3. There are many courses available in environmental management and it is a key area alongside health and safety. Organisations such as the National Examination Board in Occupational Safety and Health (NEBOSH), Institute of Environmental Management and Assessment (IEMA) and the International Accreditation Society (IAS) offer relevant courses. Some training companies offer cheaper eLearning courses but taught courses are usually more beneficial for the student as a classroom environment encourages understanding and debate.
4. The Institute of Environmental Management and Assessment (IEMA) have created a Foundation Certificate in Environmental Management. The course provides a foundation in environmental and sustainability knowledge to build on. Covering a wide range of environmental, sustainability and governance principles, this course will give learners an understanding of the breadth of the sustainability agenda, and the management tools and skills that they need when working within this area.
5. The course specifically covers:
  - Implications of global trends for the environment, society, the economy and for organisations
  - Sustainable business / governance principles

- Environmental principles
- Major policy and legislation
- Major tools, techniques, systems and practices to improve sustainability performance
- The role of innovation in developing sustainable products, services and solutions
- Data collection, analysis and evaluation
- Research and planning for sustainable solutions
- Effective communications and feedback
- Stakeholder engagement
- Tools and techniques to identify opportunities and risks
- Environmental and sustainability performance improvement

Upon completion of this course, learners will be able to:

- Understand business, governance and environmental principles and their relationship with organisations, products and services
  - Ensure compliance with major environmental policy and legislation
  - Implement specific tools, techniques, systems and practices to improve sustainability performance
  - Collect data, perform analysis, and evaluate information to provide sustainable solutions
  - Implement change and transformation to improve sustainability
6. SSG training in Plymouth offer this five-day course, which includes an exam. The next course is from 30 March - 3 April 2020. On qualification the delegate will have Associate Membership of IEMA for one year, the suffix AIEMA, and benefits of IEMA membership. This course costs £975 +VAT (£925 +VAT if booking three or more delegates).
7. NEBOSH have the Certificate in Environmental Management. The qualification covers the practical issues of managing environmental risk. The syllabus takes a risk management approach, based around best practice and international industry standards, including:
- Environmental Management Systems and aspect identification
  - Sources and use of energy and energy efficiency
  - Control of pollution
  - Planning for and dealing with environmental emergencies.
  - Learners will learn how to carry out an environmental review of the workplace and prepare a report to management regarding the review with recommendations for improvement.

It consists of two units, each separately assessed:

- EC1: Management and control of environmental hazards
- EC2: Environmental practical application

Assessment is by way of an exam and a practical project.

## AGENDA ITEM 11

The NEBOSH Certificate in Environmental Management is designed for managers, supervisors and employees who have responsibility for managing environmental issues as part of their work in the UK and/or internationally, focusing on assessing environmental management systems. The syllabus includes UK, EU and international references. The qualification is designed to benefit companies in all industry sectors who are seeking to implement effective environmental management systems and to provide line managers with a sound understanding of the principles of managing environmental risk.

8. Dorset Health and Safety Ltd run the 5 day course in Salisbury at a cost of £795 +VAT. The next course is 11-15<sup>th</sup> May 2020.
9. Cllr Bawden is interested in undertaking this training and other members may wish to put themselves forward, but the council must be mindful of the overall cost if many come forward. On the staff, the operations manager has expressed interest as this would be an appropriate extension to his existing NEBOSH health and safety training.
10. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Matt Adamson-Drage  
Operations manager  
January 2020



**Committee:** Human Resources

**Date:** 15 January 2020

**Title:** Finance Manager Recruitment

**Purpose of Report**

To identify three members to sit on the interview panel with the town clerk

To allow the committee to review the job description, person specification and timetable for the recruitment of the finance manager

**Recommendation**

- a) Members approve the recruitment timetable detailed in paragraph 4
- b) Members approve the job description, appendix 12A
- c) Members approve the person specification, appendix 12B
- d) Members identify three councillors to sit on the recruitment panel

**Background**

- 1. The council's interim finance manager is employed on a six-month fixed-term contract which expires in mid-May 2020.
- 2. The finance manager, along with the town clerk, deputy town clerk and operations manager, is a member-level appointment.
- 3. On 19 June 2019, this committee approved the finance manager job description, **appendix 12A**, and person specification, **appendix 12B**. It also agreed Cllrs B. Larcombe, M. Ellis and J. Scowen would sit on an appointment panel for the recruitment of the council's finance manager. This panel did not sit.

**Report**

- 4. Three members are required to sit on the panel for the appointment of a permanent finance manager. The proposed recruitment timetable is:

Adverts placed	17 January 2020
Closing date for applications	3 February 2020
Interviews	w/c 10 February 2020

- 5. Adverts will be placed in Lyme Online, the Bridport and Lyme Regis News and Midweek Herald. Dorset Council's human resources department will be notified of the vacancy.



## AGENDA ITEM 12

6. The job description for this post is attached, **appendix 12A**. The person specification is attached, **appendix 12B**.
7. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

John Wright  
Town clerk  
January 2020



## Lyme Regis Town Council

### Job Description

<b>Job Title</b>	Finance Manager	<b>Grade</b>	SCP – 25-28
<b>Section</b>	Office team	<b>Hrs</b>	37hrs' per week
<b>Reporting To</b>	Town Clerk	<b>Working Pattern</b>	Monday to Friday, 9am to 5pm, with some evening, weekend and bank holiday work

#### Job Purpose

- To ensure the town council operates in accordance with accounting procedures and statutory requirements.
- To manage and advise on the council's financial affairs.

#### Main Duties

- To prepare the council's annual budget.
- To produce monthly management reports for the management team and council committees.
- To carry out the council's year-end processes, including the production of statutory documents, working papers for audit, and associated reports to council.
- To manage the council's bank reconciliation, VAT records, and other monthly control accounts.
- To monitor and advise on the council's cash flow and financial investments.
- To assist in the review of financial governance arrangements, including financial regulations and standing orders, procurement, insurance, asset recording, treasury, internal control and risk management.
- To create procedures for all financial control systems, giving training in their use, monitoring adherence to these procedures, and liaising with the internal auditor as required.
- To review the council's services to ensure they are delivered efficiently, effectively and economically.
- Managing and maintaining records of the council's insurances, ensuring the regular revision of cover required and to processing claims, as necessary.
- Monitor and manage debts.
- The delivery of effective, efficient and economic financial systems: purchase orders and creditors, debtors, general ledger, payroll, and petty cash.
- Support colleagues in delivering service specific systems, e.g. bookings, , car parking.
- The development and monitoring of effective office systems, including use of software, document management and records' storage.
- To maintain a register of assets, leases and licences.
- To head on information communications technology (ICT), ensure the currency of the

## APPENDIX 12A

<p>council's systems, and the effectiveness of its application.</p> <ul style="list-style-type: none"><li>• To advise on and support procurement</li><li>• Implement and maintain performance management systems</li><li>• Management of business accounts, including utilities and phone contracts</li><li>• Management of data and information in accordance with the Local Government Transparency Code and General Data Protection Regulation</li></ul>
<b>Dimensions</b>
<ul style="list-style-type: none"><li>• To undertake other duties commensurate with the post.</li><li>• To provide other administration support, as directed.</li></ul>
<b>Supervision</b>
<ul style="list-style-type: none"><li>• To supervise and develop staff within the finance team</li></ul>
<b>Contacts</b>
<ul style="list-style-type: none"><li>• Members of the general public</li><li>• Elected members</li><li>• LRTC staff</li><li>• External consultants and contractors</li><li>• Partner organisations, stakeholders and statutory authorities</li><li>• Internal audit</li></ul>
<b>General</b>
<ul style="list-style-type: none"><li>• This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out.</li><li>• Duties may vary from time-to-time without changing the character of the post or the level of responsibility.</li></ul>
<b>Special Notes or Conditions</b>
<ul style="list-style-type: none"><li>• The post holder will be expected to work occasionally at evenings and weekends.</li></ul>



## Lyme Regis Town Council

### Person Specification

<b>Job Title</b>	Finance Manager	<b>Grade</b>	SCP – 25-28
<b>Section</b>	Office team	<b>Hrs</b>	37hrs' per week
<b>Reporting To</b>	Town Clerk	<b>Working Pattern</b>	Monday to Friday, 9am to 5pm, with some evening, weekend and bank holiday work

<b>Assessment Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Educational qualifications	GCSEs in English and Maths, minimum grade C  AAT, CCAB part-qualified, or equivalent	A degree or relevant professional qualification
Work-related experience and associated vocational training	Three years' experience of budget preparation, monitoring and year-end closure  Experience of working on own initiative and as part of a team	Sage financial systems, and linking Sage financial systems to other systems  Financial analysis, projections and modelling  Treasury management  Experience of managing ICT  Asset management  Experience of local government finance and administration
Knowledge	Knowledge of accounting procedures and statutory requirement  IT Literate  Knowledge of business and administrative procedures.	Internal and external audit  Understanding of procurement processes  Performance management systems

## APPENDIX 12B

<p>Personal skills and qualities</p>	<p>Good writing and communication skills</p> <p>Strong numerical, analytical and problem solving skills</p> <p>Ability supervise and direct others</p> <p>Strong team-worker.</p> <p>Ability to work under pressure.</p> <p>Ability to organise and prioritise own work, that of others, and ensure deadlines are met.</p> <p>Instils trust, respects confidentiality, and inspires confidence.</p> <p>Ability to develop strong relationships and promote the council's interests with external organisations.</p> <p>Balances assertiveness with flexibility.</p> <p>Possesses a 'can do' attitude</p> <p>Committed to diversity and equality of opportunity.</p>	
<p>Special working conditions</p>	<p>Some evening, weekend and bank holiday work.</p>	