



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 8th February 2023 at 7pm

PRESENT

Councillors: K. Cottrell, P. Einchcomb, L. Holt, R. Robinson, B. Schofield, G. Woods (Chairman)

Also Present:

Rochelle Halliday – Executive Officer
Sarah Moore – Finance and Administration Manager

EST February 2023 ITEM 1 APOLOGIES

Cllr Wildsmith was absent.

EST February 2023 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST February 2023 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST February 2023 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on 30th November 2022 were approved and signed by the Chairman, subject to the following amendment:

- Confidential minutes item 10b - to add 'a further' to the resolution wording.

EST February 2023 ITEM 5 MINIMUM WAGE INCREASE FROM APRIL 2023

Members noted the minimum wage increases to take effect from 1st April 2023, as shown in table 1.

Table 1

AGE RANGE	2021-22 National Minimum wage	2022-23 National Minimum wage	Percentage increase	2023-24 National Minimum wage
over 23	£8.91	£9.50	9.7%	£10.42
21-22	£8.36	£9.18	10.9%	£10.18
18-20	£6.56	£6.83	9.7%	£7.49
16-17	£4.62	£4.81	9.7%	£5.28

EST February 2023 ITEM 6

TRAINING UPDATE

Members noted the current report on staff training.

A Member asked if the online training courses are effective. The Finance and Administration Manager confirmed that they are generally good and contain training videos, although they are not as interactive as face-to-face training.

EST February 2023 ITEM 7

DATE AND TIME OF NEXT MEETING

Members noted the next meeting of the Committee is scheduled to be held on Wednesday 13th September 2023 at 7pm in the Harlington but requested that additional meeting is held on 12th July 2023. This is to be agreed at the next Council meeting.

Part 3 CONFIDENTIAL ITEMS

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session.

RESOLVED

That subject to the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting.

Signed: **Date**.....

Chairman

There being no further business the meeting closed at 9.40pm.



Eye Test Policy

Policy and Finance Committee Approved:

Due for next Review:

1. Introduction

- 1.1 In compliance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, Fleet Town Council has adopted the following policy in respect to the provision of employee eye and eyesight tests. Entitlement to such tests will relate only to an employee who is a DSE (Display Screen Equipment) User.

2. Entitled Employees

- 2.1 Not all employees are entitled under the Health and Safety Executive (HSE) guidance; an entitled user is an employee that uses DSE for near continuous spells of one hour or more at a time, on average daily. HSE guidance also states that an employee that uses DSE occasionally for limited purposes are not entitled users.
- 2.2 Circumstances in which an employee is entitled to an eyesight test paid for by the Council include:
- Where employees are recruited or otherwise move into a job involving the use of display screen equipment, they will be entitled to undergo an eyesight test. The employee is not obliged to undertake the test. Ideally the test should be carried out before the commencement of work on a Visual Display Unit (VDU).
 - Where DSE has become a significant part of the work for an employee not previously considered a regular user.
 - Where a designated user experiences visual difficulties such as eyestrain or focusing issues and has good reason to believe that these may be caused by working on a display screen.
- 2.3 Qualifying employees are entitled to reimbursement for eye and eyesight tests once every two years, except where it is stated by an optician that more frequent tests are required for reasons relating to DSE use.
- 2.4 All tests must be arranged with the approval of the Council and are specifically or designated users of DSE.

2.5 Qualifying employees are entitled to reclaim the following expenses:

Eyesight examination	Full reimbursement
Glasses for VDU use only	Total cost to a maximum of £100.00
Glasses for normal use and VDU use	50% of total cost of to a maximum of £50.00
Additional costs must be borne by the employee.	

- 2.6 If an employee elects to purchase glasses which exceed their minimum requirement for DSE use the Council's reimbursement will be limited to the amount detailed in 2.5.
- 2.7 To qualify for reimbursement the eye and eyesight test must be carried out by an optometrist or doctor.
- 2.8 There is no requirement for an employee to have completed their probation period or any length of service to qualify for reimbursement.
- 2.9 Employees can make their claim via an expense form once their eye and eyesight test and any eyewear prescribed to them has been paid for. A full receipt of both the eyesight test and any prescribed purchased eyewear must be submitted with any expense claim and include on it that their stated use is for DSE purposes.
- 2.10 Once the expense has been approved and processed, payment will be made to the employee via the normal expense payment process via BACs. Reimbursement will be paid into the same bank account held by the Council for the employee's salary payment.

3. Employee Responsibilities

- 3.1 Employees are responsible for ensuring that they qualify as a regular DSE user under the criteria outlined in the section 'Entitled Employees' before making a claim.
- 3.2 Employees are also responsible for ensuring that the amount claimed only reflects the amount required to fill their prescription for DSE use and that no additional extras (such as lens coatings or upgraded frames) are included.



Uniform Policy

Policy and Finance Committee Approved:

Due for next Review:

1. Introduction

- 1.1 This policy applies to staff who are required to wear a uniform or safety footwear at work to complete your role. Specific uniform requirements will be discussed with either The Harlington Manager or the Executive Officer.

2. Permanent Staff

Where your job role requires you to wear uniform the requirements are detailed below.

T-shirts

- 2.1 If you are required to wear logo t-shirts, these will be provided by the Council. These are to be returned at the end of employment as they remain the property of the Council.

Steel Toed Safety Boots

- 2.2 For the health and safety of employees, certain employees are required to wear steel toed safety boots. One pair should be purchased before the first shift and worn daily or on every rota'd shift. An expense form should be submitted with the receipt for full reimbursement.
- 2.3 Replacement boots can be purchased on agreement with either The Harlington Manager or Executive Officer at a maximum cost of £30.00 once per year.
- 2.4 Alternatively, the Council may purchase suitable safety boots for the employee directly on request up to a maximum of one per year.

Black Trousers

- 2.5 Some employees are required to wear smart black jeans (no rips or fading). A maximum of 3 pairs of jeans can be purchased in any one year. These should be purchased before the first shift and worn daily or on every rota'd shift.

- 2.6 Replacements or additional pairs of jeans required due to wear and tear can be purchased after the first year only and only once agreed with either the Harlington Manager or Executive Officer.
- 2.7 An expense form should be submitted with the receipt for reimbursement. The receipt(s) must be kept and submitted for reimbursement. Up to a maximum of £30.00 can be expensed per pair of trousers and up to a maximum of 3 pairs once per year.

3. Casual Staff

Uniform Requirements

T-shirts

- 3.1 Casual staff are required to wear logo t-shirts, which are provided by the Council. These are to be returned at the end of employment as they remain the property of Fleet Town Council/The Harlington.

Other

- 3.2 Casual staff are requested to wear dark trousers or skirts, without logos, rips or fading, and smart, dark, comfortable shoes.

4. Reimbursement

- 4.1 Expense claims will be paid into the same bank account held by the Council for the employee's salary payment.

Fleet Town Council Training Record

Apr 2023 - Mar 2024

Attendee (s)	Job Title	Date	Training Course	Training Provider	Location	Booked	Attended	Cost exc VAT	Detail	Feedback on course
Alex Robins	General Manager	03/08/2022	Mental Health Awareness for Managers	High Speed Training	Online	Y		£25		
Alex Robins	General Manager	03/08/2022	Stress Awareness in the Workplace	High Speed Training	Online	Y		£30		
Alex Robins	General Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y		£25		
Alex Robins	Harlington Manager	13/01/2023	Fire Warden	Ihasco	Online	Y		£20.00		
Ben Crane	Facilities Manager	01/04/2023	GDPR	High Speed Training	Online	y	15/04/2023	£25.00		
Louise Rogers	Administration Support Officer	06/06/2023	Minute Course	High Speed Training	Online	y	06/06/2023	£40.00		
Rochelle Halliday	Executive Officer	13/01/2023	Fire Warden	Ihasco	Online	Y	05/07/2023	£20.00		This was an excellent course. Came away with several action points to check.
Rochelle Halliday	Executive Officer	31/01/2023	Legionella and Legionaires Awareness	Ihasco	Online	Y	13/04/2023	£25.00		
Rochelle Halliday	Executive Officer		Manual Handling Awareness	Ihasco	Online	Y	17/07/2023	£25.00		
Rochelle Halliday	Executive Officer	26/06/2023	IOSH Managing Safely	Ihasco	Online	Y		£150.00		
Rochelle Halliday	Executive Officer	26/05/2023	Engaging with local communities through digital engagement	NALC	In person	Y		£32.68		

£417.68