



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE MEETING OF THE ESTABLISHMENT COMMITTEE

on

Wednesday 12th January 2022 at 7pm.

All members are summoned to attend

To Councillors: P. Einchcomb, L. Holt, K. Jasper, R. Robinson, B. Schofield, S. Tilley, S. Wheale, G. Woods, P. Wildsmith.

Janet Stanton

Janet Stanton,
Town Clerk

Date: 6th January 2022

A G E N D A

1. APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

3. QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

4. MINUTES OF PREVIOUS MEETINGS

To approve and sign the minutes and the confidential minutes of the meeting held on Thursday 22nd July 2021 (*copy attached*).

Part 1 – ITEMS FOR DECISION

5. POLICIES

To receive and approve the following policies:

- a. Adoption & Surrogacy Policy
- b. Time Off In Lieu Policy

RECOMMENDATION

To approve the following policies:

- a. Adoption & Surrogacy Policy
- b. Time Off In Lieu Policy

Part 2 – ITEMS TO NOTE

6. MINIMUM WAGE INCREASE WEF FROM APRIL 2022

Members to note that the National Minimum Wage for the UK was announced in October 2021 and will be applied to all members of staff as appropriate from 1st April 2022; please see table below.

AGE RANGE	2021-22 National Minimum wage	2021-22 with Holiday pay	2022-23 National Minimum wage	Percentage increase	2022-23 with Holiday pay
over 23	£8.91	£9.99	£9.50	6.60%	£10.65
21-22	£8.36	£9.37	£9.18	9.80%	£10.29
18-20	£6.56	£7.35	£6.83	4.10%	£7.65
16-17	£4.62	£5.18	£4.81	4.10%	£5.39

For information CPI 2021

CPI	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	0.7	0.4	0.7	1.5	2.1	2.5	2.0	3.2	3.1	4.2	5.1	Not available

7. TRAINING UPDATE

To note a report on staff training (copy attached).

8. HR PROVIDER

To note that the contract for the Council's HR consultants Sussex HR has been extended for a further year at a reduced cost to the Council, for a higher level HR Service.

9. COVID 19 WORK PRACTICE

To advise members that the office COVID risk assessments are currently completed on a fortnightly basis.

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 13th July 2022 at 7pm at the Harlington.

Part 3 CONFIDENTIAL ITEMS

Under 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

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees**
- b. Terms of tenders, and proposals and counterproposals in negotiations for contracts**
- c. Receipt of professional legal advice and preparation of cases in legal proceedings**
- d. The early stages of any dispute**
- e. Matters of a Commercial nature**

11. STAFF CHANGES

To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31st December 2021 (*copy attached*).



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

Thursday 22nd July 2021 at 7pm

At The Harlington

PRESENT

Councillors: K. Jasper, P. Einchcomb, L. Holt, B. Schofield, G. Woods.

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Wendy Allen - Office Manager

EST July 2021 ITEM 1 ELECTION OF CHAIRPERSON 2021/2022

The Town Clerk called for nominations for the office of Chairman. One nomination for Councillor George Woods was received and seconded.

RESOLVED

That Councillor Woods be elected to the office of Chairman of Establishment for the local government year 2021/2022.

EST July 2021 ITEM 2 ELECTION OF VICE-CHAIRPERSON 2021/2022

The Chairman called for nominations for the office of Vice-Chairman. One nomination for Councillor Jasper was received and seconded.

RESOLVED

That Councillor Jasper be elected to the office of Vice-Chairman of Establishment for the local government year 2021/2022.

EST July 2021 ITEM 3 APOLOGIES

Members received and accepted apologies from Councillor Robinson due to ill health, Councillor Tilley due to ill health and Councillor Wildsmith due to ill health.

EST July 2021 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST July 2021 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EST July 2021 ITEM 6 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on Wednesday 13th January 2021 were approved and signed by the Chairman.

EST July 2021 ITEM 7 QUEEN'S JUBILEE EXTENDED BANK HOLIDAY

Members noted that there will be an additional bank holiday in May 2022, to celebrate Her Majesty The Queen's Platinum Jubilee. Members also noted that the original May bank holiday will be moved to Thursday 2nd June 2022 and the additional bank holiday will be held on Friday 3rd June 2022.

Members discussed FTC to organise extra activities for the bank holiday and agreed that this to be put on the RLA agenda in September 2021.

EST July 2021 ITEM 8 TRAINING UPDATE

Members noted a report on staff training for 2020/2021. Members noted that 3 FTC staff have attended a three day First Aid Course and 2 Councillors will attend a Future of the High Street training course in September.

EST July 2021 ITEM 9 APPRAISALS

Members noted that all appraisals for members of staff within the council operations excluding the Town Clerk and the General Manager have been completed. Members discussed the appraisals for the Harlington staff, with a date to be set for the remaining few outstanding.

Members discussed the following:

- The Clerk's request that Town Clerk and General Manager's appraisals to be completed before staff appraisals in future years
- The appraisals are operational, between staff and line manager.
- Appraisal training for the Town Clerk and Office Manager was completed in 2019.
- Councillor Woods to meet with the Town Clerk and review the objectives set for staff and report back to the next meeting that this has been carried out.

EST July 2021 ITEM 10 COVID19 WORK PRACTICE

Members noted that new workplace risk assessments continue to be produced to accommodate any changes in line with government guidelines. Members noted the following:

- The risk assessments are reviewed every month.
- The FTC offices are still COVID secure.
- All FTC staff are now working in the office.
- Harlington staff are working both in the office and from home.
- Members of the public do not enter the office.
- PCR testing / vaccinations.
- Majority of event transactions are being made online.

EST July 2021 ITEM 11 ROLLED UP HOLIDAY PAY

Members noted that the legislation regarding rolled up holiday pay (RUHP) recently changed in April 2020. Members noted that FTC will report any implications that affect the Council or staff.

EST July 2021 ITEM 12 FURLOUGHING

Members noted that the flexible furloughing of permanent Harlington staff continues in line with Government guidelines. Members discussed the following:

- As of 1st July 2021, the rate of reimbursement is reduced to 70%.
- As of 1st August 2021, the rate of reimbursement is reduced to 60%.
- The furlough scheme finishes at the end of September 2021.
- FTC staff could not be furloughed.
- Harlington staff are now flexi-furloughing, whereby they both work and are furloughed.
- The Clerk is not aware of the work and furlough pattern for Harlington staff
- More presence is required in the building.
- During the first lockdown, staff were furloughed 80/20, with 1 day a week being holiday.
- There is a potential problem if staff are working on 100% pay, including furlough, and then taking holiday on top.
- General Manager to provide more details to FTC regarding staff working hours and patterns.

EST July 2021 ITEM 13 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held Wednesday 12th January 2022 at 7.00pm in the Harlington.

There being no further business the meeting closed at 8.34pm.

Part 3 CONFIDENTIAL ITEMS

Under 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 were excluded from the Meeting

EST July 2021 ITEM 14 STAFF CHANGES

Members noted the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 30th June 2021.

EST July 2021 ITEM 15 LEAVE

Members received and discussed a report relating to leave.

RESOLVED

To approve the proposals within the report.

Signed: Date.....

Chairman

Adoption/Surrogacy Policy

Full Council Approved:
Due for next Review:

Surrogacy and Adoption Leave

- 1.1 An employee who adopts a child through
1.2
- i. an approved adoption agency or
 - ii. is the intended parent in a surrogacy arrangement who meets the criteria to apply for a parental order

are both entitled to up to 52 weeks' adoption/surrogacy leave. The employee's entitlement is to take up to 26 weeks' ordinary adoption/surrogacy leave followed immediately by up to 26 weeks' additional adoption/surrogacy leave. The employee's maximum entitlement is thus to take up to 52 weeks' adoption/surrogacy leave.

- 1.2 All employees who take adoption/surrogacy leave have the right to return to work at any time during either ordinary adoption/surrogacy leave or additional adoption/surrogacy leave, subject to their following the correct notification procedures as set out below.

Statutory Adoption/Surrogacy Pay and Leave

- 2.1 Payments for employees who have less than 1 year's continuous employment with their employer
- for adoption at the beginning of the 26th week before being matched with a child and
 - for surrogacy – by the 15th week before the Expected Week of Childbirth (EWC)

shall be entitled to Statutory Maternity Pay (SMP), where eligible.

- 2.2 Employees who qualify for statutory adoption/surrogacy leave will also qualify for statutory adoption/surrogacy pay provided that their average weekly earnings are not less than the lower earnings limit for national insurance contributions. Statutory adoption/surrogacy pay is payable for up to 39 weeks at a rate set by the Government for the relevant tax year. In the first six weeks of the adoption/surrogacy pay period, statutory adoption/surrogacy leave will be paid at 90% of the employee's normal weekly earnings.

- 2.3 Statutory adoption/surrogacy pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Enhanced Adoption/Surrogacy Pay

- 2.4 Payments for employees who have completed 1 year's continuous employment with their employer by
- for adoption - 26 weeks before matched with a child and
 - for surrogacy - 15 weeks before the EWC shall be as follows:-

- (i) For the first six weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of Statutory Maternity Pay (SMP) or Maternity Allowance (MA) for employees not eligible for SMP.
- (ii) An employee who declares in writing that she intends to return to work will for the subsequent 12 weeks' absence receive half a week's pay **plus** SMP, where eligible, without deduction except by the extent to which the combined pay and SMP (or MA and any dependent's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution.
- (iii) For employees not intending to return to work payments during their adoption/surrogacy leave period following the first 6 weeks will be their entitlement to SMP (currently 39 weeks in total), where eligible.
- (iv) Payments made by the Council during adoption/surrogacy leave under (ii) above shall be made on the understanding that the employee will return to the Council employment for a period of at least three months, which may be varied by the Council on good cause being shown and, in the event of her not doing so, she shall refund the monies paid, or such part thereof, if any, as the Council may decide. Payments made to the employee by way of SMP are not refundable.

Timing of Adoption/Surrogacy Leave

- 3.1 Adoption leave can start on the day the child is placed for adoption or for surrogacy the expected week of childbirth, or up to 14 days earlier.
- 3.2 In order to make administration as easy as possible, the employee should discuss the timing of his/her adoption leave with his/her line manager as early as possible.

Notice requirements

- 4.1 In order to be entitled to take adoption leave and receive statutory adoption pay, the employee is required to give the Council written notification of his/her intention to take adoption leave no later than seven days after the date on which notification of the match with the child was provided by the adoption agency. Notice, which must be in writing if the Employer requests it, must specify the date the child is expected to be placed with the employee for adoption and the date the employee intends his/her adoption leave to start.
- 4.2 The employee is permitted to bring forward his/her adoption leave start date, provided that he/she advises the Council in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable. The employee may also postpone his/her adoption leave start date, provided that he/she advises the Council in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable. The employee must also, if his/her employer requests it, provide evidence of entitlement to adoption leave and pay by producing a "matching certificate" from the adoption agency.
- 4.3 Any failure to give proper notice of an intention to start adoption leave will be regarded as a disciplinary offence, leading potentially to disciplinary sanctions for misconduct if appropriate.
- 4.4 Within 28 days of receiving the employee's notice of intention to take adoption leave, the Employer will write to the employee confirming the latest date on which the employee must return to work after adoption leave.

Rights during Adoption/Surrogacy leave

- 5.1 During ordinary adoption/surrogacy leave and additional adoption/surrogacy leave, all terms and conditions of the employee's contract except normal pay will continue. Salary/wages will be replaced by statutory adoption/surrogacy pay and enhanced adoption/surrogacy pay if the employee is eligible for it.
- 5.2 This means that, while sums payable by way of wages or salary may cease, all other benefits will remain in place. For example, holiday entitlement will continue to accrue and pension contributions will continue to be paid.
- 5.3 Employees are encouraged to take any outstanding holiday due to them before the commencement of adoption/surrogacy leave. Employees are reminded that holiday must be taken in the year that it is earned.

Contact during Adoption/Surrogacy leave

- 6.1 The Council reserves the right to maintain reasonable contact with employees during adoption/surrogacy leave. This may be to discuss employees' plans for return to work, to discuss any special arrangements to be made or training to be given to ease their return to work or to update them on developments at work during their absence.

Time off to attend adoption appointments

- 7.1 Employees who are adopting a child are entitled to take time off to attend adoption appointments.
- 7.2 An employee adopting a child alone is entitled to take paid time off to attend up to five adoption appointments (under s.57ZJ of the Employment Rights Act 1996). Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments (under s.57ZJ of the Employment Rights Act 1996). The other can elect to take unpaid time off to attend up to two adoption appointments (under s.57ZL of the Employment Rights Act 1996).
- 7.3 The purpose of the appointment is to enable the employee [and his/her partner] to have contact with the child (for example, to bond with him/her before the placement) and for any other purpose connected with the adoption (for example, to meet with the professionals involved in the care of the child).
- 7.4 The appointment must have been arranged by or at the request of the adoption agency. The time off must be taken before the date of the child's placement for adoption with the employee.
- 7.5 The organisation will ask the individual for proof of the date and time of the appointment and that the appointment has been arranged by or at the request of the adoption agency (for example, a letter or email from the adoption agency).
- 7.6 In addition, if the employee is adopting jointly, the organisation will ask the individual to sign a declaration, to be submitted alongside the documentary evidence, confirming that he/she has elected to exercise his/her right under either s.57ZJ or s.57ZL of the Employment Rights Act 1996 to take time off to attend an adoption appointment. The organisation will ask for the declaration on the first occasion on which the individual asks for time off to attend an adoption appointment.

Keeping-in-touch days

- 8.1 Employees can agree to work for the Council (or to attend training) for up to 10 days during their adoption/surrogacy leave without that work bringing their adoption/surrogacy leave to an end and without loss of a week's statutory adoption/surrogacy pay. These are known as "keeping-in-touch" days. Any work carried out on a day shall constitute a day's work for these purposes.
- 8.2 The Council has no right to require employees to carry out any work and employees have no right to undertake any work during their adoption/surrogacy leave. Any work undertaken, and the amount of salary paid for any work done on keeping-in-touch days, is entirely a matter for agreement between employees and the Council.

Returning to work after Adoption/Surrogacy leave

- 9.1 The employee may return to work at any time during ordinary adoption/surrogacy leave or additional adoption/surrogacy leave, provided that he/she gives the appropriate notification. Alternatively, the employee may take his/her full period of adoption/surrogacy leave entitlement and return to work at the end of this period. If the employee wishes to return before the full period of adoption/surrogacy leave has elapsed, he/she must give at least eight weeks' notice in writing to the Council of the date on which he/she intends to return.
- 9.2 The employee has the right to resume working in the same job if returning to work from ordinary adoption/surrogacy leave. If the employee returns to work after a period of additional adoption/surrogacy leave, he/she is entitled to return either to the same job, or if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.
- 9.3 Failure to return to work by the end of adoption/surrogacy leave will be treated as an unauthorised absence unless the employee is sick and produces a current medical certificate before the end of the adoption leave period.
- 9.4 If the employee decides during adoption/surrogacy leave that he/she does not wish to return to work, he/she should give written notice of resignation to The Council as soon as possible and in accordance with the terms of his/her contract of employment.
- 9.5 Return to work – Flexible Working arrangements
The Council will consider a range of flexible working arrangements and support facilities for employees returning to work.

Surrogacy

- 10.1 Intended parents in a surrogacy arrangement who meet the criteria to apply for a parental order under the Human Fertilisation and Embryology Act 2008 and intend to apply or have applied for one will be eligible to take ordinary paternity leave and pay, adoption leave and pay and shared parental leave and pay.
- 10.2 The couple must elect which of them will take adoption leave. An employee who takes adoption/surrogacy leave in these circumstances can curtail his or her adoption leave and take shared parental leave with the other parent, provided that the parents both meet the relevant eligibility requirements.



Time Off In Lieu (TOIL) Policy

1. Hours worked outside your contracted hours must be approved.
2. Any such hours must be recorded, together with reasons, and signed off by an authorising manager.
3. Requests to take time off in lieu should be authorised and recorded appropriately.
4. A minimum of 48 hours notice should normally be given with any request to take time off in lieu.
5. All requests will receive reasonable consideration. It may not always be possible to approve requests depending on staff cover arrangements, workload etc.
6. TOIL accrued must normally be taken by the end of the month immediately following the month in which the time was accrued.
7. Except in exceptional circumstances, TOIL not taken as in (6), will be forfeited.
8. A maximum of 2 days TOIL can be taken at any one time.

2021-2022

Job Title	Date	Training Course	Training Provider	Location	Booked	Attended	Cost	Detail	Feedback on course
Bar Assistant	08/06/2021	Bar/ Usher training Part 1	Harlington Team in house	The Harlington	N/A	Yes	FOC	Introduction, H&S, HR policies, Challenge 25 Shift system, Fire evic, Noise assessment, Bar app, table service, Layouts, Tills, Customer Service	
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	08/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021	Bar/ Usher training Part 2	Harlington Team in house	The Harlington	N/A	Yes	FOC	Manual handling, Bar app, risk assessment, Ask for Angela, Challenge 25, Time sheet, cellar intro, customer interaction and service, radio usage, up selling	
Bar Assistant	15/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021				N/A	Yes	FOC		
Bar Assistant	15/06/2021	Level 1 Food Safety and Hygiene	Virtual College	The Harlington	N/A	Yes	£25.00		
Bar Assistant	15/06/2021	Level 1 Food Safety and Hygiene	Virtual College	The Harlington	N/A	Yes	£25.00		
Bar Assistant	15/06/2021	Level 1 Food Safety and Hygiene	Virtual College	The Harlington	N/A	Yes	£25.00		
Bar Assistant	15/06/2021	Level 1 Food Safety and Hygiene	Virtual College	The Harlington	N/A	Yes	£25.00		
Bar Assistant	15/06/2021	Level 1 Food Safety and Hygiene	Virtual College	The Harlington	N/A	Yes	£25.00		
Bar Assistant	15/06/2021	Level 1 Food Safety and Hygiene	Virtual College	The Harlington	N/A	Yes	£25.00		
Bar Assistant	15/06/2021	Level 1 Food Safety and Hygiene	Virtual College	The Harlington	N/A	Yes	£25.00		
Bar Assistant	15/06/2021	Level 1 Food Safety and Hygiene	Virtual College	The Harlington	N/A	Yes	£25.00		
Bar Supervisor	18/06/2021	Food Allergy Awareness	Virtual College	The Harlington	N/A	Yes	£25.00		
Cemetery clerk	09/09/2021	Loss and bereavement	ICCM and CRUSE	Online	Yes		£125.00	*Understanding loss and its impact *Grief – understanding theories of grief *Communication *Complicated grief *Facing it all into practice *Applying to situations *Self care and supporting the team *Agencies who can help *Covid-19 – understanding our responses	
Cemetery clerk	13/07/2021	Cemetery compliance and management.	ICCM	Online	Yes	Yes	£135.00	*Local Authorities' Cemeteries Order 1977 (LACO) *General powers of management *Registers and records *Granting and extending exclusive rights of burial *Consent Avoiding disputes *Burials: depth, shallow graves *Administration processes *Grave digging – procedures, preparations, backfilling *Memorials Creating burial space *Exhumation Transfer of exclusive rights of burial	
Bar Supervisor	09/08/2021	Asbestos Awareness	High Speed Training	Online	Yes		£25.00	A comprehensive introduction to the dangers of working with asbestos. To comply with the Control of Asbestos Regulations 2012. An understanding of what asbestos is and where it maybe encountered, the dangers associated with asbestos	
FOSM	09/08/2021	Asbestos Awareness	High Speed Training	Online	Yes		£25.00		
Technician	09/08/2021	Asbestos Awareness	High Speed Training	Online	Yes		£25.00		
Duty Manager	09/08/2021	Asbestos Awareness	High Speed Training	Online	Yes		£25.00		
Cemetery clerk	09/09/2021	Bereavement care	ICCM	Online	Yes	Yes			
Projects Officer	07/10/2021	First Aid at work 3 day	Work Safe Training	The Harlington	Yes	Yes			
Duty Manager	07/10/2021	First Aid at work 3 day	Work Safe Training	The Harlington	Yes	Yes			
Box Office & Administrator Assistant	07/10/2021	First Aid at work 3 day	Work Safe Training	The Harlington	Yes	Yes			
Duty Manager	16/10/2021	Food Allergy Awareness	Virtual College	Online	Yes	Yes	£20.00		
Duty Manager	16/10/2021	Manual Handling in the work	Virtual College	Online	Yes	Yes	£20.00		
Duty Manager	16/10/2021	Level 2 Food Safety and Hygiene	Virtual College	Online	Yes	Yes	£20.00		
Cemetery clerk	14/12/2021	Memorial Safety and Administration	SLCC	Online	Yes	Yes	£42.00	Webinar covered: Memorial ownership, Administration of applications and permits, Stability safety testing and publicity, Policies for recovering memorial repairs costs from owners by parish, town and community councils	
Admin Assistant	08/11/2021	Operation London Bridge	SLCC	Online	Yes	Yes	£42.00	This webinar looked at the areas the council may wish to consider in making plans for Operation London Bridge.	Webinar really was very good. The presentation contains all the info, only extra bits I picked up were: 1) If we had already called a meeting, as soon as the Queen dies the legal days stop. You can also not call a meeting during the whole period of mourning so you cant reschedule the meetings until after the 10 days have gone so once you add on the 5 days it can knock out formal business for over 3 weeks depending on when it falls and when you had planned meetings. 2) All bookings we take out need to be told that they need to take out cancellation insurance in case of death of royal. Booking forms or our events forms need updating.
Bar Supervisor	22/11/2021	How to carry out Portable Appliance Testing	Virtual College	Online	Yes	Yes	£25.00	PAT testing *Recognise the difference between Class I and Class II appliances *Know what standards are required in order for an appliance to pass each stage of PAT testing *Know where to find more information about re-test frequencies *Understand the hazards	

