



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE MEETING OF THE ESTABLISHMENT COMMITTEE

**Wednesday 28<sup>th</sup> February 2024 at 7pm in The Harlington – MUSIC ROOM**

All members are summoned to attend

**To Councillors:** P. Einchcomb, L. Holt, E. May, R. Robinson, R. Schofield, P. Wildsmith, G. Woods

Rochelle Halliday, Executive Officer  
21<sup>st</sup> February 2024

### AGENDA

1.	<b>APOLOGIES</b> 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.	<b>DECLARATIONS OF INTEREST</b> 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.	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	<b>MINUTES OF PREVIOUS MEETING</b> To approve and sign as a correct record the main minutes and the confidential minutes of the last meeting held on 8 <sup>th</sup> November 2023 ( <i>copies attached</i> ).
<b>Part 1 – ITEMS FOR DECISION</b>	
5.	<b>HR POLICIES</b> To consider the following HR Policies, prior to approval by the Policy & Finance Committee ( <i>copies and Officer Report attached</i> ).  a) Absence Policy - New b) Menopause Policy – New c) Drivers Handbook / Policy and Business Insurance requirements (created by Croner for Fleet Town Council) - New  <b>RECOMMENDATION</b> To recommend approval of the following policies to the Policy & Finance Committee:  a) Absence Policy b) Menopause Policy

	c) Drivers Handbook / Policy and Business Insurance requirements (created by Croner for Fleet Town Council).
<b>Part 2 – ITEMS TO NOTE</b>	
<b>6.</b>	<b>MINIMUM WAGE INCREASE</b> To note the minimum wage increase with effect from 1 <sup>st</sup> April 2024 ( <i>copy attached</i> ).
<b>7.</b>	<b>TRAINING UPDATE</b> To report on any staff training since the last meeting ( <i>copy attached</i> ).
<b>8.</b>	<b>ORGANISATION CHART</b> To receive the Council's staff organisation chart ( <i>copy attached</i> ).
<b>9.</b>	<b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Establishment Committee is scheduled to be held on Wednesday 10 <sup>th</sup> July 2024 at 7pm in The Harlington (Music Room).
<b>Part 3 – CONFIDENTIAL ITEMS FOR DECISION</b>	
	<p>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.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. <b>Matters relating to individual staff, engagement, terms of service, conduct and dismissal of employees</b></li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings</li> <li>d. The early stages of any dispute</li> <li>e. Matters of a commercial nature</li> </ul>
<b>10.</b>	<b>STAFF APPRAISALS UPDATE</b> To receive a summary update on the past year appraisal objectives and the process for the coming year appraisal and objectives ( <i>see Confidential Meeting Report attached</i> ).  <b>RECOMMENDATION</b> To note the staff appraisal update.
<b>11.</b>	<b>CURRENT LIST OF STAFF</b> To note the list of staff and pay rates at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31 <sup>st</sup> January 2024 ( <i>copy attached</i> ).  <b>RECOMMENDATION</b> To note the current list of staff.
<b>12.</b>	<b>STAFFING MATTERS</b> To receive an update from the Executive Officer on any matters relating to staff and to agree any matters for resolution ( <i>see Confidential Meeting Report attached</i> ).  <b>RECOMMENDATION</b> To note the Confidential Meeting Report.
<b>13.</b>	<b>STAFF PAY REVIEWS FOR 2024 / 25 FINANCIAL YEAR</b> To consider and agree staff pay reviews with effect from 1 <sup>st</sup> April 2024 ( <i>copy attached</i> ).  <b>RECOMMENDATION</b> To approve option 2 for the staff pay review with effect from 1 <sup>st</sup> April 2024.



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 8<sup>th</sup> November 2023 at 7pm**

#### **PRESENT**

**Councillors:** L. Holt, R. Robinson, B. Schofield, G. Woods (Chairman)

#### **Also Present:**

Rochelle Halliday – Executive Officer

Sarah Moore – Finance and Administration Manager

#### **EST NOVEMBER 2023 ITEM 1**

#### **APOLOGIES**

Members received and accepted apologies for absence from Councillors Cottrell and Einchcomb.

Cllr Wildsmith was absent.

#### **EST NOVEMBER 2023 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **EST NOVEMBER 2023 ITEM 3**

#### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **EST NOVEMBER 2023 ITEM 4**

#### **MINUTES OF PREVIOUS MEETING**

The minutes and confidential minutes of the Establishment Committee meeting held on 26<sup>th</sup> July 2023 were approved and signed by the Chairman.

#### **EST NOVEMBER 2023 ITEM 5**

#### **CHRISTMAS CLOSURE ARRANGEMENTS**

Members received the arrangements for Fleet Town Council office closure Christmas 2023. It is proposed that the Fleet Town Council office is closed between 27<sup>th</sup> December and 29<sup>th</sup> December, which are the non-Bank Holiday days.

#### **RESOLVED**

To approve the closure of the Fleet Town Council office between 27<sup>th</sup> and 29<sup>th</sup> December 2023.

**EST NOVEMBER 2023 ITEM 6****DRAFT POLICY REVIEW**

Members reviewed the draft Stress in the Workplace policy, prior to consideration by the Policy and Finance Committee.

There was one amendment suggested to reword the 4<sup>th</sup> paragraph on the 4<sup>th</sup> page, to remove a reference to second-person pronouns.

Subject to the above amendment, the policy will be issued for consideration by the Policy and Finance Committee.

**EST NOVEMBER 2023 ITEM 7****TRAINING UPDATE**

Members reviewed and noted the training update for staff.

The Council has benefited from free access to the SEEDL training platform via Fleet BID. Access to the system has been shared with the team and the Finance and Administration Manager has completed several courses. Any courses undertaken will be added to the training list.

**EST NOVEMBER 2023 ITEM 8****DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is to be confirmed 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 due to matters relating to individual staff and terms of service being discussed.

**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.

**EST NOVEMBER 2023 ITEM 9****CURRENT LIST OF STAFF**

The current list of permanent staff at the Town Council as of 31<sup>st</sup> October 2023 is shown in the table below:

<b>Job Title</b>	<b>Hours Per Week</b>
<b>Fleet Town Council Team</b>	
Executive Officer	37.5
Finance and Admin Manager	37.5
Facilities and Open Spaces Manager	37.5
Projects and Committee Officer	37.5
Admin Support Officer	30
Cemetery Clerk	6 (average)
<b>The Harlington Team</b>	
General Manager	37.5
Technical Manager	37.5

Marketing and Box Office Manager	37.5
Marketing and Box Officer Supervisor	37.5
Marketing and Box Office Assistant	37.5
Senior Duty Manager	37.5
Duty Manager x 2	37.5
Ancells Farm Community Centre Supervisor	10

The Council also employ casual staff at The Harlington for shows.

#### **RESOLVED**

To note the current list of staff, hours of work and pay rates as at 31<sup>st</sup> October 2023.

#### **EST NOVEMBER 2023 ITEM 10**

#### **STAFF APPRAISALS UPDATE**

Members received an update on progress towards staff appraisal targets. The last appraisals were mainly set in January 2023.

#### **RESOLVED**

To note the update on staff appraisals.

#### **EST NOVEMBER 2023 ITEM 11**

#### **STAFF SALARY BUDGET FOR 2024/25 FINANCIAL YEAR**

The Committee reviewed the staff salary budget information, and the following comments were made:

- The minimum wage rates are likely to be released in November. The draft salary budget allows for a 9.7% increase for affected staff and also the three Duty Manager staff, to maintain pay differentials.
- The draft budget has been prepared on the basis of the September CPI rate of 6.7% for all other staff. Affordability will need to be assessed as part of the wider budget setting process.
- Cost centre allocations for each role were reviewed. The allocation to Ancells Farm Community Centre has increased over recent years and needs reconsideration to reflect the current staffing position. **Action: Executive Officer** to discuss revised cost centre allocations with The Harlington General Manager and to report back to the Budget Working Group next week.
- A comparison with National Joint Council pay scales should be completed to assess if the Council is broadly in line.
- Pay reviews for new starters – the Committee considered the timing of pay reviews for members of staff who join the Council between January to March in any given year. This matter was discussed in detail.

#### **RESOLVED**

1. To draft a 9.7% increase to the salary budget for all staff on minimum wage, the Senior Duty Manager and the two Duty Managers.
2. To draft a 6.7% increase to the salary budget for all other staff positions.
3. To award new starters the agreed pay award regardless of their start date.

#### **EST NOVEMBER 2023 ITEM 12**

#### **STAFFING MATTERS**

Members received an update on the following matters:

- Staff sickness absence – one member of staff is currently on long term sickness absence.

- Leavers –
  - Bar and Catering Supervisor, full time and replaced with a Duty Manager role (left 29<sup>th</sup> September 2023)
  - Marketing and Box Office Assistant, full time (left 15<sup>th</sup> September 2023).
- New starters –
  - Marketing and Box Office Assistant, full time (started 19<sup>th</sup> October 2023)
  - Communications Officer, 15 hours per week (starting 7<sup>th</sup> November 2023)
  - Duty Manager, full time (starting 9<sup>th</sup> November 2023).
- Croner HR and H&S contract.
- Croner review of staff contracts and staff handbook.
- Changes to flexible working arrangements – legislative changes are due to come into effect in the summer of 2024.

## **RESOLVED**

Members noted the confidential meeting report from the Executive Officer.

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

**Chairman**

The meeting closed at 8.30pm.

**OFFICER:** Finance and Administration Manager  
**DATE:** 21st February 2024  
**MEETING:** Establishment Committee 28th February 2024  
**SUBJECT:** Item 5

### **1. Policy for decision (Item 5)**

The following policies have been highlighted as required to ensure the Council is fully compliant and up to date with current requirements or best practise.

Several sources have been used to compare and check including NALC, HALC, Croner and ACAS and other town or parish councils.

All policies are essential to promote safety and consistency within the provided guidelines for all staff.

#### **5a. Absence Policy - New**

- To ensure all staff are treated fairly and reasonably officers have created an absence policy.
- The policy has been written in line with contracts.
- The policy allows for clear procedure and process to ensure fair treatment of all employees.

#### **5b. Menopause Policy - New**

- It is recognised that employers, as best practise, should have a menopause policy in place to help the Council and employees understand how this can affect people.
- As a responsible employer the Council are ensuring that employees know what symptoms are involved and how these can be discussed to determine any adjustments that may be needed.
- In line with this policy, we will arrange for all staff to attend training on menopause.

#### **5c. Drivers Handbook / Policy and Business Insurance requirements (created by Croner for Fleet Town Council).**

- The Council requires some employees to use their own vehicle for the purpose of work during work hours. As a responsible employer Croner have provided a Drivers Handbook/Policy to pass to employees who use their own vehicle for the purpose of work.
- It is a requirement that employees who use their own vehicle for work have business insurance in place. As advised by Croner, officers will be completing a check list with employees who use their own vehicle for work purposes to receive paperwork in place to ensure that minimum requirements are in place to allow driving (drivers licence valid, business insurance, vehicle is taxed and mot'd).
- The Council has a duty of care to ensure that employees who are required to use their own vehicle for the purpose of work are reminded of the basic standard/statutory requirements of driving.

### **RECOMMENDATIONS**

To approve policies a) to c).

# Absence Policy

Policy and Finance Committee Approved:

Reviewed: Feb 24

Due for next Review:

## 1. Introduction

- 1.1 This absence policy sets out the Council's approach to managing staff sickness and absence. Regular, punctual attendance is an implied term of every employee's contract of employment. The Council requires each employee to take responsibility for maintaining good attendance and reporting any sickness absences according to the procedures in this policy.
- 1.2 The Council understands that employees may be absent from work for several reasons, such as short-term illnesses and acute medical conditions. The Council aims to support employees through such periods of absences and seeks to facilitate the return to work by considering appropriate workplace adjustments, where required.
- 1.3 This policy aims to ensure that all employees are treated fairly, properly, and consistently.
- 1.4 The Council will maintain sickness absence records for all staff and such records may be monitored from time to time. This includes Self-Certification forms, Return to Work meeting notes and Fit Notes. Records will be kept for a period of 6 years after the employees' contract of employment ceases with the Council.
- 1.5 Information relating to employees will be treated as confidential for the purposes of the Data Protection Act 2018.

## 2. Sickness and Absence

- 2.1 If you are absent from work for any reason, you must inform your Line Manager or the Executive Officer by telephone as soon as possible, but no later than 9.00am on the first working day of absence explaining the reason for absence. If the employee is unable to make contact, they can ask someone else to do this on their behalf. The reason for sickness absence must be provided, along with the possible duration of absence.
- 2.2 If an employee fails to follow these reporting requirements, they may be classed as absence from work rather than on sick leave and may not be paid.

## 3. Sickness absence of less than 7 days

- 3.1 For absences of 7 days or less you can self-certify.



3.2 On your return to work you must complete and return a self-certification form to your manager. All days are counted, including weekends, rest days, bank holidays and annual leave days. This must be returned before the end of your first day back at work. You may be required to attend a return-to-work interview.

#### **4. Sickness absence of more than 7 days**

4.1 If you are absent from work for more than 7 days because of sickness or injury, you must get a Fit Note from your doctor or hospital. All days are counted, including weekends, rest days, bank holidays, and annual leave days.

4.2 This note can be scanned and emailed in, but the original must be provided as soon as possible.

4.3 Employees should take care to ensure that their Fit Note covers any continuous periods of sickness absence to avoid gaps. Any gaps may be considered as unauthorised absence, which the Council may manage through the disciplinary procedure.

4.4 The fit note will either confirm that the employee is 'Not fit for Work' or that they 'May be fit for work taking into account the following advice'. The advice may include phased return, temporarily working different hours, performing different duties, or making workplace adjustments. If the Council is unable to accommodate the changes advised in the fit note, the note will be treated as though it said not fit to work.

4.5 It is vital that the Executive Officer or Line Manager establish regular contact during the period of sickness, in a way that is appropriate and acceptable for the employee. This may include emails, messages, and phone calls. The aim of this contact is to keep the employee updated on matters at work, to enquire about the employee's health situation and to plan for the employees return to work.

#### **5. Returning to work after 7 days or more sickness absence**

5.1 When an employee returns to work following sickness absence of more than 7 days, they may be asked to attend a Return-to-Work meeting with either the Executive Officer or Line Manager, either on their first day back or later by agreement. This is an informal discussion to:

- Check how the employee is feeling.
- Make sure that they are well enough to return to work.
- Check that any adjustments advised on the fit note have been put into place.
- Confirm that the absence will be records.
- Discuss the cause of their absence and whether there are any underlying issues for which an adjustment to their work needs to be considered.
- Develop an action plan to support the employees return.
- Discuss absence over the last 52-week period and any associated implications.
- Set a review date if required.
- Provide a general update on the workplace.

5.2 The manager in the meeting will take notes of the discussion and share them with the employee.

## **6. Sick Pay**

- 6.1 Depending on length of service you may be entitled to either Statutory Sick Pay (SSP) or Council sick pay.
- 6.2 If your length of service is less than 3 months and you are absent from work by reason of sickness or injury for at least four days in a row (including non-working days) you may be eligible to Statutory Sick Pay (SSP). Eligibility criteria is set by the Government and may change from time to time.
- 6.3 In the event of sickness and provided you submit the necessary certificates; you are entitled to receive statutory sick pay during the first three months of employment and thereafter you receive basic pay for:

Up to 3 months' service	No Council sick pay
3 months – 1 year service	4 weeks of Council sick pay in any rolling 12-month period
2-4 years' service	8 weeks of Council sick pay in any rolling 12-month period
5+ years' service	13 weeks of Council sick pay in any rolling 12-month period

- 6.4 Entitlement to Council sick pay will be calculated by the employee's length of service at the start date of the relevant period of sickness absence.
- 6.5 Entitlement to SSP continues to apply during periods of Council sick pay and as such an amount equal to that SSP will be deducted from basic Council sick pay. Any sick pay entitlement does not guarantee the continuation of your employment during this period.
- 6.6 Sick pay is subject to the usual deductions for PAYE, national insurance etc.
- 6.7 Where your health or any absence due to sickness is, in the Council's opinion, excessive and/or a cause for concern, you may be required to undergo a medical examination. The Council will pay the cost of any examination and all information given in connection with it and any report on it will be fully disclosed to the Council, subject to the provisions of the Access to Medical Reports Act 1988.
- 6.8 The Council reserves the right to terminate your employment if appropriate, notwithstanding that you may be in receipt of Statutory Sick Pay.

## **7. Sickness on Holiday**

- 7.1 If an employee becomes sick through either illness or injury, they should report their sickness to either the Executive Officer or Line Manager if they want to take any holiday as sick leave.
- 7.2 In this case the employee can either get SSP if they are entitled to it or sick pay dependent on length of service as above.
- 7.3 They will also keep the time they were sick to use as holiday another time.
- 7.4 Employees accrue their holiday entitlement as normal while they're off sick.

## **8. If sick pay runs out**

8.1 Employees will still build up holiday if they're off sick, even if they're not getting sick pay. You should talk to either the Executive Officer or Line Manager to discuss using holiday entitlement if sick pay runs out.

8.2 They might also be eligible for benefits from the government.

## **9. Working from home**

9.1 There may be occasions where it is possible for an employee to work from home if they are not fit enough to work in person, such as with a broken limb or recovering from an injury. This arrangement will be discussed with the employee as required.

## **10. Medical advice**

10.1 The Council may ask the employee to attend a professional medical examination by an occupational health practitioner where it is deemed appropriate. The assessment will be arranged in agreement with the employee and paid for by the Council. The resulting report will be shared with the employee and may be shared with the Council.

10.2 If an employee does not consent to an occupational health assessment, any decision in relation to their employment may be made without the benefit of access to medical reports.

## **11. Managing sickness absence**

### **11.1 Persistent Short-Term Absence**

11.1.1 Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. The Council understands that most employees will have some short-term sickness absence from time to time. However, if an employee is frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on colleagues and the Council.

11.1.2 Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If this happens, we will meet with the employee to set attendance targets. Following a review meeting the Council may issue a formal warning if those targets are not met. Employees will be given written notice in advance of any formal meeting, and you can be accompanied by a work colleague or trade union representative. Employees may appeal against a formal warning. If an employee's absence remains unacceptable after a second formal warning, the Council will invoke its Disciplinary procedure.

11.1.3 If frequent absence is due to an underlying long-term health condition, then the Council may also request, with consent, a medical report either from an

occupational health practitioner, doctor or consultant to establish further information about the employee's health and how the Council can support the employee's attendance.

- 11.1.4 When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the Council will not consider any pregnancy related absence. The Council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.
- 11.1.5 The Council will consider any alternative employment options before making any decision about ending employment. Employees will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52- week period.
- 11.1.6 Where it appears that there is no acceptable reason for an absence or if the employee has not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the Disciplinary procedure.

## **11.2 Medical Appointments**

- 11.2.1 The Council recognises that medical appointments may fall due within the working day, for example for hospital consultations, clinics, GP appointments and going to the dentist or optician. Employees should make every effort to schedule such appointments outside of working hours. Where this is not possible, employees will be required to either make up the time to cover these appointments (start earlier or finish later), use TOIL, take it as annual leave, or take unpaid leave.
- 11.2.2 Where the employee's appointment requires a day's absence from work for a medical procedure, this will be treated as sickness absence and a Self-Certification is to be completed.
- 11.2.3 Employees are asked to provide to the Executive Officer or Line Manager advance notice, if possible, of any scheduled medical procedures where a period of convalescence is expected afterwards, so that any cover arrangements can be made. A copy of the employee's letter confirming the procedure will be required by the Council and can be redacted to exclude any confidential information.

## **11.3 Maternity, Paternity and Adoption**

- 11.3.1 Time off to attend a maternity appointment or in relation to maternity leave, paternity leave or adoption leave, will be granted in line with current legislation. Please refer to Maternity Policy, Paternity Policy or Surrogacy or Adoption Policy.

## **11.4 Appointments or Treatment for Cancer**

- 11.4.1 Anyone who has or has ever had cancer is protected by the Disability Discrimination Act. The Act states that employers are expected to make reasonable

adjustments to support employees in the workplace. You may be able to suggest adjustments that could help support you.

- 11.4.2 Although it helps to tell us that you have cancer you don't have to do so by law. However, if we don't know we are unable to make any reasonable adjustments to support you.

## **12. Jury Service, Time off for Dependents and Compassionate Leave**

- 12.1 Employees are entitled to take time off work for undertaking Jury Service and must provide the Executive Officer or Line Manager with the jury summons. The employee will be required to claim the daily loss of earning allowance from the court. The Council will top up the difference up to the employee's full salary due for each day of jury service.
- 12.2 Emergency leave, compassionate leave, and time off for dependents can be taken in accordance with the Council's Emergency and Compassionate Leave policy.

## **13. Extreme weather or travel disruption absence**

- 13.1 For absence due to extreme weather or travel disruption please refer to the Extreme Weather or Travel Disruption Policy, pending approval.

## **14. Compliance with Equalities Legislation**

- 14.1 The Council will treat maternity and disability records separately to sickness records. For example, if an employee was absent 3 times in a rolling 3-month period, but one of these occasions was due to sickness related to pregnancy, no trigger (as detailed in 4.0) has been reached.
- 14.2 The Council has a duty under the Equalities Act 2010 to consider making reasonable adjustments to an employee's job to enable people with a disability to have access to employment. Where an employee experiences sickness because of a disability, reasonable adjustments may include the provision of workplace aids or equipment, modified duties or redeployment.

## **15. Raising a Grievance**

- 15.1 If an employee is dissatisfied with any management action relating to this policy, they may take out a formal grievance in accordance with the Council's Grievance Procedure.



# Menopause Policy

Policy and Finance Approved:

Reviewed: Feb 24

Due for next Review:

## Introduction

Menopause is the time in a menstruator's life when menstruation periods permanently stop. The purpose of this policy is to help create an open and honest workplace where managers and employees can discuss any issues associated with the menopause, and to make sure the necessary support is known and offered to employees when they need it.

## Effects of Menopause

Physical symptoms of the menopause can include:

- Hot flushes
- Insomnia
- Fatigue
- Poor concentration
- Headaches
- Skin irritation
- Bone and joint problems

As a result of the above, or as an extension of the hormone imbalance, individuals going through menopause can also experience psychological difficulties, including:

- Depression
- Anxiety
- Panic attacks
- Mood swings
- Irritability
- Problems with memory
- Loss of confidence.

It's also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which can cause problems at work. These can include nausea, headaches and leg cramps.

## **Communication**

It's important that employee's prioritise personal health and wellbeing. If employees are struggling with any aspect of your role because of symptoms associated with the menopause, they should report any concerns they may have to their manager, who will treat the matter with complete confidence. To make sure the Council can give employees the best support possible the Council encourage employees to be open and honest in these conversations.

Alternatively, the employee's manager may start a discussion with them if they notice a change in their behaviour or performance.

The Council understand that employees may feel uncomfortable talking about personal information with their manager. If this is the case, employees are encouraged to discuss their situation with any other senior member of staff.

During any discussions, their manager will consider the individuals situation and evaluate if adjustments can be made. Employees individual needs will be addressed sensitively, and everything will remain confidential.

Managers will also arrange follow up sessions to evaluate the effectiveness of any adjustments put in place.

## **Making adjustments to your role**

To assist employees in their daily duties, a manager will explore making adjustments to the employees' role or working environment with the aim of reducing the effect that the menopause is having on them. Risk assessments will be consulted to identify potential issues, but the Council acknowledge that menopause affects individuals in different ways so no adjustment will be made without fully discussing it with the employee first.

### **Example of adjustments include:**

- Changing the working location so employees are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light.
- Allowing changes to normal rules on work wear.
- Implementing further temperature control, such as access to a fan.
- Assessing how work is allocated and whether the employee is affected at particular points of the day.
- Allowing additional rest breaks.
- Considering flexible working hours or allowing employees to work from home.

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

Fleet Town Council is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that puts them at a disadvantage when performing their role, and we will ensure compliance with our obligations in this regard.

## **Training**

The Council will ensure that all levels of management are trained on the effects of menopause, how to hold discussions with employees who are experiencing menopause, and adjustments that can be made to an employee's role in order to remove or lessen any effects the employee is experiencing.

There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

We maintain a zero-tolerance approach to bullying or harassment and will treat any and all complaints seriously. If you feel that any employee has been mistreated in any way by a colleague because of matters related to the menopause, please make your concerns known to the Executive Officer.

DRAFT



## DRIVING LICENCE, INSURANCE, etc. VALIDATION FOR EMPLOYEES USING PRIVATE VEHICLES IN THE COURSE OF WORK

### ANNUAL RENEWAL OF INFORMATION

Please complete these details and return this form and the required information to Sarah Moore by 13<sup>th</sup> February 2024.

Name:		
Registration Number:		
Age of vehicle:		
1.	I enclose a copy of my current driving licence	Yes - No
2.	I enclose 2 screen prints from the DVLA website ( <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a> ) showing that i) my license is still valid and ii) is without endorsement. <i>Ensure that the screen print shows date it was taken.</i>	Yes - No
3.	I can confirm that I have not been prosecuted for any road traffic offences in the past 12 months and no offences are pending. <i>(if you are unable to confirm this, please provide details separately.)</i>	Yes - No
4.	I enclose a copy of my current vehicle insurance which shows valid cover for driving for business purposes. This will be renewed when it expires so that there is no lapse in cover.	Yes - No
5.	I can confirm road tax is paid and (if applicable) that the vehicle has a current test certificate.	Yes - No
6.	I can confirm that my vehicle is inspected and maintained in line with the manufacturers recommendations and will be kept in a road worthy condition.	Yes - No
7.	To the best of my knowledge I am fit to drive. Should I have any doubts I will seek advice from my GP.	Yes - No

I recognise that I am personally responsible for ensuring my vehicle is properly maintained and roadworthy.

Whilst on business I will always drive in a safe and competent manner. Any accidents which occur whilst driving for work will be reported by me to my manager.

I have read and understood the conditions of the Drivers Handbook.

Signed

Date ...



# **Fleet Town Council**

## **Private Drivers Handbook**

## Policy Statement

Employees who drive in the course of their work are at risk of being involved in a road traffic accident.

Although you use your own vehicle on company business we retain some responsibility for your health and safety whilst you are driving on our behalf. We are committed to reducing the risk of your involvement in a road traffic accident so far as we can and have prepared this booklet which sets out our policy, our rules and general arrangements in respect of driving in the course of work.

When driving you are expected to follow the rules of the road as set out in the current version of the Highway Code.

By adopting this strategy we aim to prevent loss of life, injury and property damage caused by driving accidents. You should familiarise yourself with the instructions and information in this handbook.

## Authorisation

Employees must be authorised to use their own vehicles on company business before any such use and before any expenses for business mileage can be paid.

Authorisation requires the production of:

- a current valid driving licence and authorisation to check for ourselves at the DVLA webpage <https://www.gov.uk/view-driving-licence>, and
- a valid Certificate of Insurance showing cover for business use and the transport of products and equipment.

We will take copies of these documents for our records. Falsification of any of these documents will be considered misconduct.

Subsequently we may, at any time, require proof that these documents remain current. Failure to produce them will result in the withdrawal of authorisation to use your own vehicle on company business.

Using the DVLA website, <https://www.vehicleenquiry.service.gov.uk>, we will check that your vehicle is currently taxed and MoT tested for use on the road. It is your responsibility to ensure that both remain current.

You must also inform us if;

- you receive any fixed penalty enforcement notices.
- you are prosecuted for any road traffic offence.
- you become aware of any issue that affects your insurance.
- ill-health affects your ability to drive.

## Seatbelts

You and occupants of your vehicle must wear seatbelts when travelling on company business.

It is your responsibility to ensure that seatbelts or child restraints are worn. The latter if fitted must be appropriate for the age and weight of the child.

## Alcohol and Drugs

We do not expect you to drive on company business while under the influence of alcohol or drugs. This is strictly forbidden and will be subject to disciplinary action.

## Medical Conditions - Driving

You must not use your vehicle for business purposes if you suffer any medical condition that affects your driving ability. You must inform us if this is ever the case.

## Journey Times and Rests Breaks

We expect you to follow the rules set out in the Highway Code.;

- You should be fit to drive and not begin a journey when tired.
- If you can, avoid driving long journeys between midnight and 6 am, when natural alertness will be at a minimum.
- Plan your journey to take sufficient breaks – 15 minutes after every two hours of driving is recommended.
- Take additional breaks if you feel at all sleepy. Stop in a safe place - not on the hard shoulder of a motorway.
- The most effective way to counter sleepiness is to drink, for example, two cups of caffeinated coffee and to take a short 15 minute nap.

We do not expect you to work excessively long hours. Overnight accommodation should always be considered if the total travel time and working day, including breaks, exceeds 12 hours. If an overnight stay is expected, accommodation should be booked in advance.

## Smoking in Vehicles

The law does not prohibit you from smoking in your own vehicle, but if you carry company passengers please be considerate towards those who are non-smokers.

## Mobile Telephones

Handheld mobile phones should never be used when driving. The practice is illegal and it also an offence to use them when stopped at traffic lights or in a traffic queue.

Although it is legal to use a 'hands-free' phone drivers can be prosecuted if they are not in proper control of their vehicle whilst using them. Driving carelessly or dangerously when using a hands-free mobile could lead to prosecution and disqualification, a large fine or up to two years in prison.

The safest approach, which we expect you to adopt, is to find a safe stopping place and switch off the engine before making or answering a call or text message.

## Satellite Navigation Equipment

Always programme your satellite navigation equipment before setting off, and do not input instructions whilst driving. If you need to set or adjust a journey avoid the risk of prosecution for dangerous or careless driving by pulling over to a convenient safe location.

Check the route selected by the navigation system to make sure it is practical. Planning a journey in advance will reduce your reliance on the satellite navigation system and will also prompt you to think about issues such as fatigue and the best time to do the journey.

Keep the navigation equipment updated with new maps, new road layouts and new one way systems.

Position portable units where they can easily be seen; do not allow them to obstruct your view of the road. Do not put them in front of airbags.

## Reporting of Incidents and Damage

All incidents, including accidents, thefts, vandalism and damage of any kind must be reported to your supervisor or manager.

## Road Traffic Accidents

At the scene of the accident you should:

- Stay calm and act in a manner which does not expose anyone to danger.
- Call the emergency services for assistance if required.

If you are involved in an accident you should not discuss or admit liability. Try, wherever possible, to obtain the following information:

- Date, time and location of accident.
- Vehicle registration numbers of third party vehicles(s)
- Third party driver's name, address.
- Third party driver's insurance provider and policy number.
- Name and number of any Police Officer attending the accident.
- Police incident number.
- Sketches or photographs of the accident scene showing position of vehicles, road markings etc.
- Names and addresses of any other witnesses.
- Any other applicable information.

If the vehicle(s) involved in the accident have only suffered minor damage and it is safe to do so they can be moved from the immediate scene to a place of safety where details can be exchanged. As soon as possible after the accident you should inform your manager or another manager in our company.

If the vehicle can be legally driven you must return to your normal base or home address.

If you have to make arrangements for the vehicle to be recovered make sure that you remove company property and valuables.

## Theft of Vehicle and or Contents

If your vehicle is broken into, stolen or vandalised the circumstances must be immediately reported to the Police.

Valuable items of company property including mobile telephones, computers and briefcases must not be left on display whilst the vehicle is unattended; take them with you or put them in the boot space.

For security when refuelling, unless you have a passenger, remove your keys from the ignition and lock the car.

If company property is stolen from your car report the details without delay to your manager.

## Offences and Fines

You will always be responsible for parking penalties and other road traffic offences.

## Vehicle Operation and Controls

You should be fully aware of the vehicle controls and their functions including the location and operation of the spare wheel, jack and brace and security system before driving the vehicle. The handbook will also provide useful information on the vehicle, its functions and capabilities in respect of safe driving.

## Care and Condition of Vehicle

You should ensure that your vehicle is kept clean and presentable both inside and out.

## Weekly and Daily Maintenance Checks

Before using the vehicle you should complete the following checks and any others specified in the vehicle's handbook.

Make sure that a vehicle jack, wheel brace and inflated spare wheel are available.

### Daily:

- Tyre pressures and condition (inc. spare).
- Road lights and damage.
- Brake and control functions.
- Condition of side and roof rack and securing straps.

### Weekly:

- Mirrors and glass.
- Windscreen washer level.
- Oil, coolant and fluid levels.



## Standards of Driving

**Fleet Town Council** is justifiably proud of its image and reputation. We expect staff to uphold our reputation and standards in all aspects of their work; this includes driving on company business.

Follow the Highway Code to avoid becoming involved in an accident. Take care to look out for cyclists and motor-cyclists; be particularly careful when pulling out of a side road or turning left.

Do not drive in a way that causes road rage in other drivers and avoid being provoked into road rage by other drivers. If you are faced by a driver with road rage the situation must be immediately calmed. Do not react to provocation by using signs, foul language, aggressive behaviour or aggressive driving. If you have sufficient details to do so you may wish to report incidents to the police.

Where we receive a report of road rage by one of our employees in the course of their work the incident will be fully investigated and appropriate action taken.

## Tyre Condition and Punctures

Ensure that tyre pressures are correct for the type of load and driving conditions. It is your responsibility to ensure that tyres are roadworthy.

In the event of a puncture, change the vehicle wheel if possible as instructed in vehicle handbook. If this is not possible contact the breakdown services or a mobile tyre repairer.

Remember that if the spare is narrower than the standard tyre the maximum speed at which the vehicle should be driven will be significantly restricted. This will normally be displayed on the wheel and explained in the handbook.

## Windscreen Damage and Replacement

If the vehicle windscreen suffers serious damage you should make immediate arrangements to have it replaced by an authorised person or as approved by your insurance company.

## Servicing Arrangements

It is your responsibility to service and maintain your vehicle so that it roadworthy.

It is your responsibility to make alternative transport arrangements for those times when your vehicle is being serviced or under repair.

## Breakdown and Recovery

Breakdown and recovery is your responsibility.

## Safe Loading of Vehicles

Make sure that any items being carried in the vehicle are secure and will not affect the vehicle's performance or present a hazard to occupants or other road users.

We do not expect you to use your vehicle on business if it is overloaded.

## Appendix 1. Legal and General Information

### Maximum Speed Limits

Do not exceed the maximum permissible speed limits set out in the following table. i.e.

Type of vehicle	Built-up areas <sup>A</sup>	Single Carriageway	Dual Carriageway	Motorway
	mph(km/h)	mph (km/h)	mph (km/h)	mph (km/h)
<b>Cars &amp; motorcycles</b> (including car-derived vans up to 2 tonnes maximum laden weight)	<b>20(32) or 30(48)<sup>A</sup></b>	<b>60 (96)</b>	<b>70 (112)</b>	<b>70 (112)</b>
<b>Cars towing caravans or trailers</b> (including car-derived vans and motorcycles)	<b>20(32) or 30(48)<sup>A</sup></b>	<b>50 (80)</b>	<b>60 (96)</b>	<b>60 (96)</b>
<b>Buses, coaches and minibuses</b> (not exceeding 12 metres in overall length)	<b>20(32) or 30(48)<sup>A</sup></b>	<b>50 (80)</b>	<b>60 (96)</b>	<b>70 (112)<sup>B</sup></b>
<b>Goods vehicles</b> (not exceeding 7.5 tonnes maximum laden weight)	<b>20(32) or 30(48)<sup>A</sup></b>	<b>50 (80)</b>	<b>60 (96)<sup>D</sup></b>	<b>70 (112)<sup>C,D</sup></b>
<b>Goods vehicles</b> (exceeding 7.5 tonnes maximum laden weight)	<b>20(32) or 30(48)<sup>A</sup></b>	<b>50 (80)</b> England and Wales <b>40 (64)</b> Scotland and N Ireland	<b>60 (96)</b> England and Wales <b>50 (80)</b> Scotland and N Ireland	<b>60 (96)<sup>D</sup></b>



- A The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise. In many built up areas a limit of 20mph will apply.
- B Where the vehicle is required to be fitted with a speed limiter the effective maximum speed will be **62 mph** (100km/h).
- C 60 mph (96 km/h) if articulated or towing a trailer.
- D Where the vehicle is required to be fitted with a speed limiter the effective maximum speed will be **56mph** (90km/h).

## Stationary Vehicles

When a vehicle is stationary on a road (except in traffic) the engine should be switched off to prevent unnecessary noise or exhaust emissions.

It is an offence to leave a vehicle unattended unless the engine has been stopped and the handbrake applied.

## Use of Horn

At night, between 23.30 and 07.00, it is an offence to use the horn unless it is as a warning to other drivers.

## Hazard Warning Lights

Hazard warning lights may be used when the vehicle is stationary due to breakdown, for the purpose of warning other road users if the vehicle is causing a temporary obstruction, or on a motorway or unrestricted dual carriageway to warn approaching drivers.

## Use of Lights during Daylight Hours

Where visibility is reduced vehicles must have side and rear lamps switched on.

Front and rear fog lamps may only be used in conditions where visibility is seriously reduced (at other times it is illegal to use front fog lights as driving lights).

Any projecting loads must also be lit.

## Parking and Loading Restrictions

Statutory restrictions on parking, loading and unloading indicated by yellow markings on kerbs and in gutters are in force in most town and village centres and on busy roads.

- Single marks at the pavement edge indicate no loading at peak hours or at other stated times.
- Double marks at the pavement edge indicate no loading throughout the working day or if stated at any time.

## If you have to stop on a Motorway

It is an offence to stop on a motorway other than in an emergency; you should not stop to consult maps, use mobile telephones or to go to the toilet. If you do need to stop in an emergency -

- Use the hard shoulder as a deceleration lane.
- Pull as far to the left as possible and park with wheels turned towards the nearside verge.
- Turn on hazard warning lights.
- Leave the vehicle by the passenger door and stand as far away as possible from the vehicle.
- Use motorway emergency telephones.

## Appendix 2. Winter Driving Precautions

During winter additional driving hazards have to be considered. These include adverse weather (rain, snow, frost, standing water) and long hours of darkness. Following the advice given below will help you stay safe when driving in these conditions:

- Make sure you have plenty of fuel.
- Allow extra time for the journey and reduce speed.
- Increase the distance between your vehicle and the vehicle in front – in ice and snow stopping distances are ten times larger.
- In reduced visibility such as driving in rain or fog, use dipped headlights and rear fog lights. Use the windscreen wipers to keep the windscreen clear, even in fog.
- Remember to turn fog lights off when no longer required as they can distract other road users in normal visibility.
- Remember snow is visible but ice, especially black ice, is often invisible.
- Avoid sudden braking, harsh acceleration or steering manoeuvres.
- Keep all windows and mirrors clean, clear of snow and ice and free of mist. Keep lights and indicators clean.
- Carry a torch, a spade, extra warm clothing, Wellington boots, a blanket, a snack and a hot drink, especially if you are driving through isolated areas.
- If you are planning a long journey advise someone of your destination and approximate expected arrival time. Carry a mobile phone with you making sure that it is fully charged. Remember not to use it while driving.
- If you feel unsafe or uncomfortable driving in adverse weather conditions, consider whether the journey is necessary or whether it could be postponed. Consider whether alternative transport would be better.
- If stranded by bad weather try not to block access for emergency and rescue vehicles. Remain with your vehicle unless there is shelter nearby. Maintain circulation by moving your body. If you can, use the engine to keep warm; but do not use the engine if the exhaust cannot vent safely. If you are snowed over ensure that an airway is maintained.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

### Confirmation of Receipt of Driver's Handbook



Please read the note below and then sign this form.

I have read the Fleet Town Council Driver's Handbook. I understand, accept and will comply with the contents. I understand that compliance with the rules and conditions set out forms part of my contract of employment. I will keep myself aware of its contents and any updates that are brought to my attention.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Croner, Croner House, Hinckley, LE10 1YG  
0844 728 0181 [croner.co.uk](http://croner.co.uk)

Minimum Wage Increase from April 2024

Item 6

AGE RANGE	2021-22 National Minimum wage	2022-23 National Minimum wage	2023-24 National Minimum wage	Percentage increase	2024-25 National Minimum wage
over 23	£8.91	£9.50	£10.42	9.8%	£11.44
21 and over	£8.36	£9.18	£10.18	12.4%	£11.44
18-20	£6.56	£6.83	£7.49	14.8%	£8.60
16-17	£4.62	£4.81	£5.28	21.2%	£6.40

# Fleet Town Council Training Record

Apr 2023 - Mar 2024

Item.7

## Booked

Job Title	Date	Training Course	Training Provider	Cost exc VAT
General Manager	05/01/2024	Hazardous Substances (COSHH)	Bright Safe	£ -
General Manager	17/01/2024	Stress Awareness for employees	Bright Safe	£ -
General Manager	17/01/2024	Stress Awareness for employers	Bright Safe	£ -
General Manager	24/01/2024	IOSH	HSQE	£ 125.00
Facilities and Open Spaces Manager	12/12/2023	Fire Safety Awareness	Bright Safe	£ -
Facilities and Open Spaces Manager	12/12/2023	Legionella awareness	Bright Safe	£ -
Facilities and Open Spaces Manager	24/01/2024	IOSH	HSQE	£ 125.00
Projects Officer	24/01/2024	IOSH	HSQE	£ 125.00
Duty Manager	05/01/2024	Asbestos awareness	Bright Safe	£ -
Duty Manager	17/01/2024	Legionella awareness	Bright Safe	£ -
Ancells Manager	16/01/2024	Fire Safety Awareness	Bright Safe	£ -
Ancells Manager	27/11/2023	GDPR	Bright HR	£ -
Ancells Manager	16/01/2024	Hazardous Substances (COSHH)	Bright Safe	£ -
Ancells Manager	16/01/2024	Legionella awareness	Bright Safe	£ -
Ancells Manager	16/01/2024	Manual Handling Awareness	Bright Safe	£ -
Ancells Manager	16/01/2024	Lone working	Bright Safe	£ -
Executive Officer	10/11/2023	Asbestos awareness	Bright Safe	£ -
Executive Officer	18/10/2023	Understanding GDPR	Bright HR	£ -
Executive Officer	10/11/2023	Cyber Security	Bright HR	£ -
Executive Officer	16/01/2024	Stress Awareness for employees	Bright Safe	£ -
Senior Duty Manager	24/01/2024	IOSH	HSQE	£ 125.00

## Completed Training

Facilities and Open Spaces Manager	09/02/2024	Safeguarding Children Lvl 2	Vitaskills	£ -
Facilities and Open Spaces Manager	08/02/2024	Electrical safety awareness	Vitaskills	£ -
Facilities and Open Spaces Manager	08/02/2024	Method Statement Awareness	Vitaskills	£ -
Facilities and Open Spaces Manager	08/02/2024	COSHH awareness	Vitaskills	£ -
Executive Officer	06/02/2024	Employee Engagement	Seedl	£ -



### Fleet Town Council Training Record

Executive Officer	06/02/2024	Engagement of people	Seedl	£ -
Projects Officer	06/02/2024	Stress Awareness for managers	Vitaskills	£ -
Duty Manager	06/02/2024	Food Allergy Awareness	High Speed	£ 25.00
Projects Officer	05/02/2024	Asbestos awareness	Vitaskills	£ -
Duty Manager	05/02/2024	Risk Assessment Awareness	Vitaskills	£ -
Duty Manager	05/02/2024	COSHH awareness	Vitaskills	£ -
Duty Manager	05/02/2024	Noise awareness	Vitaskills	£ -
Duty Manager	05/02/2024	Electrical safety awareness	Vitaskills	£ -
Duty Manager	05/02/2024	Ladder safety awareness	Vitaskills	£ -
Projects Officer	02/02/2024	Environmental awareness at work	Vitaskills	£ -
Projects Officer	02/02/2024	Food allergen awareness	Vitaskills	£ -
Projects Officer	02/02/2024	Health, safety and welfare for workers	Vitaskills	£ -
Tech Manager	31/01/2024	Cyber Security	Bright HR	£ -
Tech Manager	31/01/2024	Fire Safety Awareness	Bright Safe	£ -
Duty Manager	31/01/2024	Food Allergy Awareness	High Speed	£ 25.00
Ancells Manager	30/01/2024	Mental Health Awareness	Bright HR	£ -
General Manager	29/01/2024	Mental Health	Bright HR	£ -
General Manager	29/01/2024	Legionella awareness	Bright HR	£ -
General Manager	29/01/2024	Asbestos awareness	Bright HR	£ -
General Manager	29/01/2024	Cyber Security	Bright HR	£ -
General Manager	29/01/2024	Fire Safety Awareness	Bright HR	£ -
General Manager	29/01/2024	Manual Handling	Bright HR	£ -
General Manager	29/01/2024	Understanding GDPR	Bright HR	£ -
Duty Manager	29/01/2024	Food Safety Awareness	Bright HR	£ -
General Manager	23/01/2024	Working Time Regulations and Emplo	ACAS	£ 35.00
Executive Officer	23/01/2024	Working Time Regulations and Emplo	ACAS	£ 35.00
Duty Manager	23/01/2024	Working Time Regulations and Emplo	ACAS	£ 35.00
Admin Manager	23/01/2024	Working Time Regulations and Emplo	ACAS	£ 35.00
Duty Manager	22/01/2024	Understanding GDPR	Bright HR	£ -
Executive Officer	22/01/2024	Stress Awareness for employers	Bright HR	£ -
Executive Officer	22/01/2024	Stress Awareness for employers	Bright Safe	£ -
Duty Manager	19/01/2024	Hazardous Substances (COSHH)	Bright HR	£ -
Admin Officer	19/01/2024	Manual Handling Awareness	Bright HR	£ -

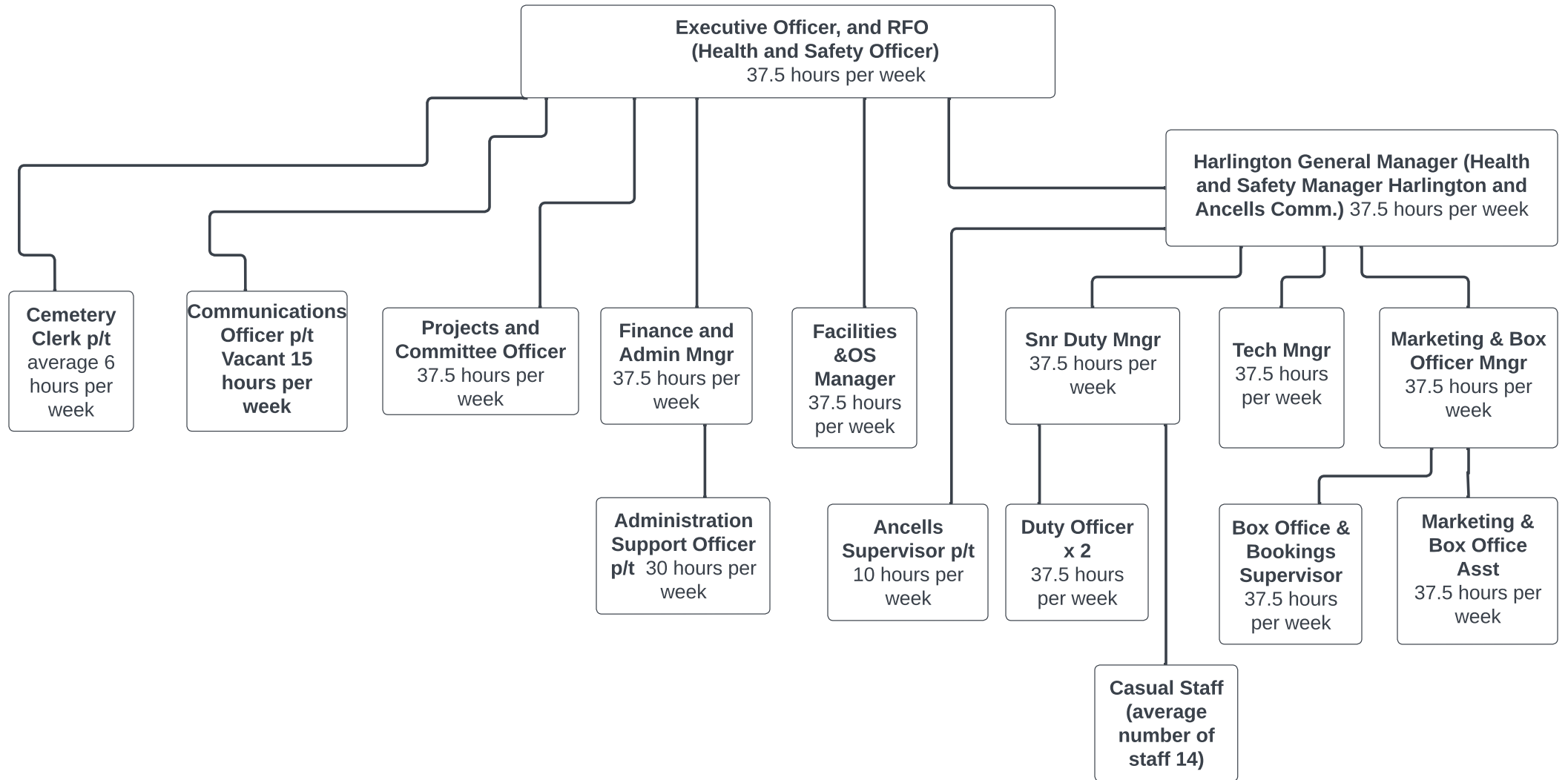
### Fleet Town Council Training Record

Projects Officer	18/01/2024	Food Safety Awareness	Bright HR	£	-
Duty Manager	18/01/2024	Legionella awareness	Bright HR	£	-
Projects Officer	17/01/2024	Fire Safety Awareness	Bright HR	£	-
Duty Officer	17/01/2024	Legionella awareness	Bright HR	£	-
Duty Manager	16/01/2024	Hazardous Substances (COSHH)	Bright HR	£	-
Duty Manager	15/01/2024	Manual Handling Awareness	Bright HR	£	-
Duty Manager	15/01/2024	Understanding GDPR	Bright HR	£	-
Admin Manager	15/01/2024	Tackling toxic behaviours in Town & P	Worknest	£	-
Box Office	13/01/2024	Understanding GDPR	Bright HR	£	-
Box Office	13/01/2024	Manual Handling Awareness	Bright HR	£	-
Duty Officer	12/01/2024	Noise awareness	Bright HR	£	-
Duty Officer	12/01/2024	Working at height	Bright HR	£	-
Duty Officer	12/01/2024	Lone working awareness	Bright HR	£	-
Admin Manager	12/01/2024	Managing in Difficult Times	ACAS	£	-
Duty Officer	11/01/2024	Driving for business	Bright HR	£	-
Duty Officer	11/01/2024	Fire resistance in buildings	Bright HR	£	-
Duty Officer	11/01/2024	Manual Handling	Bright HR	£	-
Duty Officer	10/01/2024	Risk Assessment Awareness	Bright HR	£	-
Duty Officer	10/01/2024	Display equipment	Bright HR	£	-
Duty Officer	10/01/2024	H&S Awareness	Bright HR	£	-
Projects Officer	09/01/2024	Hazardous Substances (COSHH)	Bright HR	£	-
Duty Officer	09/01/2024	H&S Responsibilities	Bright HR	£	-
Duty Officer	09/01/2024	Interview productivity hacks	Bright HR	£	-
Duty Officer	09/01/2024	Green & Sustainability terminology	Bright HR	£	-
Duty Officer	06/01/2024	Food safety awareness	Bright HR	£	-
Duty Officer	06/01/2024	Fire Safety awareness	Bright HR	£	-
Duty Officer	06/01/2024	How to attract talent in a skills short n	Bright HR	£	-
Duty Officer	05/01/2024	Hazardous substances	Bright HR	£	-
Duty Officer	05/01/2024	Asbestos Awareness	Bright HR	£	-
Executive Officer	04/01/2024	Mental Health Awareness	Bright HR	£	-
Duty Manager	30/12/2023	Fire safety awareness	Bright HR	£	-
Marketing Manager	21/12/2023	Manual Handling	Bright HR	£	-
Marketing Manager	21/12/2023	Cyber Security	Bright HR	£	-

### Fleet Town Council Training Record

Marketing Manager	21/12/2023	Manual Handling	Bright HR	£ -
Duty Manager	21/12/2023	Fire safety awareness	Bright HR	£ -
Communications Officer	19/12/2023	Understanding GDPR	Bright HR	£ -
Duty Manager	19/12/2023	Asbestos Awareness	Bright HR	£ -
Duty Officer	16/12/2023	Help your employer build the business	Bright HR	£ -
Facilities and Open Spaces Manager	13/12/2023	Cyber Security Best Practices	Bright HR	£ -
Projects Officer	13/12/2023	Mental Health	Bright HR	£ -
Box Office	13/12/2023	Manual Handling	Bright HR	£ -
Cemetery Clerk	13/12/2023	Understanding GDPR	Bright HR	£ -
Cemetery Clerk	13/12/2023	Understanding GDPR	Bright HR	£ -
Executive Officer	11/12/2023	IOSH	IOSH	£ 125.00
Duty Officer	06/12/2023	When to be assertive	Bright HR	£ -
Duty Officer	06/12/2023	Effective communication	Bright HR	£ -
Duty Officer	06/12/2023	Time management	Bright HR	£ -
Duty Officer	06/12/2023	Equality, diversity and inclusion awareness	Bright HR	£ -
Box Office	23/11/2023	Mental Health Awareness	Bright HR	£ -
Communications Officer	16/11/2023	Mental Health Awareness	Bright HR	£ -
Communications Officer	15/11/2023	Equality, diversity & inclusion awareness	Bright HR	£ -
Communications Officer	15/11/2023	Green & sustainability terminology	Bright HR	£ -
General Manager	14/11/2023	First Aid at Work	Skills Training Group	£ 125.00
Marketing Manager	14/11/2023	First Aid at Work	Skills Training Group	£ 125.00
Facilities and Open Spaces Manager	14/11/2023	First Aid at Work	Skills Training Group	£ 125.00
Box Office	14/11/2023	First Aid at Work	Skills Training Group	£ 125.00
Box Office	14/11/2023	First Aid at Work	Skills Training Group	£ 125.00
Box Office	14/11/2023	Cyber security	Bright HR	£ -
Duty Manager	14/11/2023	First Aid at Work	Skills Training Group	£ 125.00
Tech Manager	14/11/2023	First Aid at Work	Skills Training Group	£ 125.00
Duty Officer	14/11/2023	First Aid at Work	Skills Training Group	£ 125.00
Admin Manager	14/11/2023	Cyber Security Best Practices	Bright HR	£ -
Duty Manager	13/11/2023	Cyber Security Best Practices	Bright HR	£ -
Projects Officer	10/11/2023	Cyber Security	Bright HR	£ -
Duty Manager	04/11/2023	LVL3 food hygiene	Virtual College	£ 25.00

# Fleet Town Council - Organisation Chart 2023/24



## Summary of full time equivalent salaries for each level.

2 x Senior Managers - £55,000 - £65,000  
 6 x Support Managers - £26,000 - £38,000  
 8 x Admin support - £20,319 - £29,000  
 14 x Casual - £10.42

Date:  
15/2/2024