

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7.00pm on Tuesday, 17th September 2019

PRESENT: Mrs S Skeemer (Chairman),
Mrs M Broomhead, Mr M Sheikh, Miss M Small, Miss Lauren Withers (Assistant Manager) &
Mrs V Jepson (Manager).

S/P.248 1. APOLOGIES FOR ABSENCE

Apologies for absence are received from Mr Harding & Mr Akrody the reasons for which are approved.

S/P.249 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT –
None.

S/P.250 3. STAFFING MATTERS

a) Events / Admin Clerk

Our events / admin clerk joined the Parish Council on the 13th May 2019 and her probationary period will end on the 13th November 2019.

b) Assistant Manager

Our Assistant Manager joined the Parish Council on the 1st September 2019.

c) Full Time Grounds Man / Handy Man

Our full-time grounds man / handy man will join the Parish Council on the 1st October 2019.

d) Part Time Grounds Man

Our part time grounds man, has been working additional hours since we have been short staffed, but his hours of work will return to his normal 30 hours per week as of the 1st October 2019.

S/P.251 4. TO CONSIDER QUOTATION RECEIVED FOR REPLACEMENT LAPTOP

The Council's laptop is due for an upgrade. Members have been issued with the following quotation for consideration: -

- 1 x Fujitsu Lifebook i3 Core 8gb Win 10 Pro 256 SSD - £746.76 + VAT
 - 1 x Installation & Configuration of Laptop (1 – 2 Hours) - £80.00
- Total Cost = £826.76

RECOMMENDATION TO COUNCIL: Purchase a new laptop at a total cost £826.76 – funds are to be taken from EMR – new/replacement equipment account.

S/P.252 5. TO CONSIDER QUOTATIONS RECEIVED FOR PAT TESTING

All members considered the following PAT testing (Portable Appliance Testing) quotations: -

Blaby Civic Centre – Approx. 80 Items

Cemetery Workshop - Approx. 14 Items

Oakfield Park – Approx. 19 Items

In total approx. 113 items

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Up to 50 items = £50.00 Up to 80 items = £80.00 3x Locations Portable appliance testing after 85 tests = £0.85 + VAT per item <u>£180.00 + VAT</u>	Up to 50 items = £50.00 + VAT Additional items = 70p + VAT per item Additional site fee = £10.00 + VAT <u>£221.00 + VAT (approx.)</u>	Leicester PAT Testing Course = £195.00. Train own staff. PAT Testing Kit = £265.00 + VAT <u>Total Fee – £460.00 + VAT</u>

RESOLVED: Accept quotation number 3, to send one of the Council’s groundsmen on a PAT testing training course as this will be more financially beneficial to the council in the future.

RESOLVED: Purchase a PAT testing kit priced at £265.00 + VAT.

S/P.253 6. TO CONSIDER QUOTATIONS RECEIVED FOR THE AUTOMATIC DOORS ANNUAL SERVICE

All members considered the following Civic Centre automatic door quotations: -

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<ul style="list-style-type: none"> 1 x visit per Annum for the Service, Preventative Maintenance and Safety Checks to 1 No. Automatic Double Door Operators Once the service has been completed and the door(s) comply with BS EN 16005 we will be issued with a safety certificate to confirm 	<ul style="list-style-type: none"> Quotation for Annual Testing of Automatic Doors to comply with BS EN 16005:2012 and ADSA Guidelines. Carried out by a qualified engineer who will thoroughly check and service our doors, making certain we comply fully with our 	<ul style="list-style-type: none"> For IDS engineers to attend site during working hours to carry out an annual service visit to the following items: One automatic door – annual service <u>£145.00 + VAT</u>

compliance. <u>£180.00 + VAT</u>	legal requirements. <u>£140.00 + VAT</u>	
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RESOLVED: Accept quotation number 2, for the annual service of the Civic Centre automatic doors priced at £140.00 + VAT.

S/P.254 7. TO CONSIDER CIVIC CENTRE TENANCY AGREEMENTS

All members have been issued with a copy of the Civic Centre tenants room lease fees and renewal dates.

RESOLVED: Members approved the following 3-tier lease fees for all new lease agreements:-

- Tawny & Grey Rooms – 1 year = £400 + VAT per month, 2 years = £375 + VAT per month, 3 years = £350 + VAT per month.
- Snowy & Hawk Rooms – 1 year = £550 + VAT per month, 2 years = £525 + VAT per month, 3 years = £500 + VAT per month.

S/P.255 8. TO RECEIVE & CONSIDER HEALTH & SAFETY SITE VISIT REPORT

All members have been issued with a copy of our EICR and annual Health & Safety site visit report dated 1st July 2019.

Northfield Park

1. To install radio linked smoke detectors in the storeroom and WC £893.52.

AGREED: H & S said this is not required, a fire extinguisher would be sufficient.

AGREED: Install a fire extinguisher at Northfield Park at the next service.

2. To install a new emergency lighting system in the premises £751.18.

AGREED: H & S said this is not required as there is enough light, no further action is required.

3. Storeroom – Install a new 6 litre water mist fire extinguisher and signage £148.40.

AGREED: H & S said this is not required, no further action is required.

Blaby Civic Centre

1. Immersion Heater Room - £486.88.

AGREED: H & S has said this is not required, no further action to be taken.

2. Main Entrance External 8W bulkhead emergency light fitting failed to operate for full duration of test - £102.50.

AGREED: H & S has said this is required.

RESOLVED: Install an external emergency light at the main entrance of the Civic Centre.

Cemetery

1. Main entrance, no emergency lighting installed for safe movement on escape routes and open area & No. 2. No emergency lighting installed for safe escape routes and open areas - £376.52.

AGREED: H & S said this is not required as the building is not used in the hours of darkness, but 1 emergency light could be installed rather than two if required.

Members considered the following quotations:-

Quotation

H & S have suggested using a self-contained e-light that may be installed by a competent electrician above the inside of the entrance door an Economy IP65 LED Emergency Twin Spots with Self-Test is priced at approx. £28.00 + VAT plus the electrician's cost.

RESOLVED: Purchase and install an e-light at the entrance of the Cemetery workshop along with the installation costs.

2. Storeroom – No smoke detector head installed £102.40.

AGREED-: H & S said this is not required but an optical smoke alarm would be suitable at a central point in the cemetery store – fixed underneath a cross beam would be ideal. If fixed on the inside of the sloping roof it should be 1 metre from the apex.

RESOLVED: Purchase and install a smoke alarm at the cemetery workshop.

Oaks Community Room & Cemetery

FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING.

Action: Test the emergency lighting system monthly in the Oaks Community Room, Oakfield Park and the Cemetery maintenance building. Maintain a record of tests.

AGREED: The ground staff are to do monthly checks and keep up to date records.

Blaby Civic Centre - Staff

Fire Safety. It is recommended that staff are trained in the use of the evacuation sled and a record maintained of this training.

AGREED: Train staff in the use of the evacuation sled.

Fire Safety. It is recommended that instructions for the evacuation sled are displayed in the first-floor refuge area to facilitate it's use if required by tenants and service users in the absence of trained council staff.

The instructions should state that the evacuation sled should be used as a last resort and when the presence of a fire has been identified.

AGREED: Locate sled on the first-floor landing and display instructions.

PASSENGER & GOODS LIFTSMINTENANCE & EXAMINATION

LIFT . Unless otherwise specified in a written scheme of examination drawn up by a competent person it is necessary to carry out a 6 monthly thorough examination of the wheelchair lift - Loler inspection.

AGREED: See Loler inspection quotations on the next agenda item.

PASSENGER & GOODS LIFTS - SAFETY MEASURES

Action: Alarm/phone checked & tests not recorded, ensure that the audible alarm is checked regularly and record all tests.

AGREED: Obtain quotations for rectifying the lift phone line.

AGREED: Add this item to the next staff, policy & finance committee agenda for further consideration.

S/P.256 9. TO CONSIDER QUOTATIONS RECEIVED FOR LOLER INSPECTION

Each year the Civic Centre lift has its annual inspection, but our H & S company have said in their report it should also be ensured that the lift receives a loler inspection every 6 months.

Members considered the following quotations received for a loler inspection to be carried out to our passenger lift.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
This is an annual contract and will include 2 inspections to the lift within the 12-month policy. <u>£255.15 + VAT</u>	On a pro forma first-time round <u>£395.00 + VAT</u>	LOLERS are required by law on this lift type <u>£299.00 + VAT</u>

RESOLVED: Accept quotation number 1 to carry out 6 monthly Loler inspections to the Civic Centre lift priced at £255.15 + VAT.

S/P.257 10. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY

a) Staff Training

The manager is to attend the Society of Local Council Clerks (SLCC) National Conference which is being held at the Jury's Inn Hinckley Island Hotel on Wednesday, 2nd October priced at £130.00 + VAT.

RESOLVED: The manager is to attend the SLCC National Conference priced at £130.00 + VAT.

S/P.258 11. CHAIRMAN'S TIME

Thank you all for attending.

MEETING CLOSED: 7:37pm