

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on 17 June 2013 in the Council Chamber, Town Hall, Petersfield.

PRESENT: Cllr A Tarver (Chairman), Cllr Mrs L Farrow, Cllr Mrs S Harwood, Cllr C Mills, Cllr W Organ, Cllr G Watkinson

ALSO IN ATTENDANCE: Cllr P Marshall (Mayor), Mr N Hitch (Town Clerk), Mrs A Church (Committee Administrator) and one member of the public.

F 0122 CHAIRMAN'S COMMENTS

The Chairman had no comments.

F 0123 APOLOGIES FOR ABSENCE

No apologies for absence had been received.

F 0124 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT

No requests for dispensation had been received.

F 0125 DECLARATIONS OF INTEREST

There were no declarations of interest made.

F 0126 PUBLIC REPRESENTATION

No representation to speak had been received.

F 0127 APPROVAL OF MINUTES

RESOLVED that the Minutes of the Meeting held on 20 May 2013 be approved and signed.

F 0128 FINANCIAL RECOMMENDATIONS FROM COMMITTEES

a. Public Halls

There were no recommendations.

b. Grounds

G 0116

OUTDOOR FITNESS CLASSES ON THE HEATH

RECOMMENDED to give approval to Mr and Mrs B Alexander to use the area on The Heath towards the nursery building and Heath Road East as their meet point for Saturday fitness classes for a trial period over the summer, with a review at the Grounds Committee Meeting on 12th September 2013.

This recommendation is subject to (a) any request by the National Park Authority, (b) area to be used to be agreed between Town Clerk and Mr & Mrs Alexander, (c) approval by the Council and (d) any rubbish being taken away.

RECOMMENDED that, in view of the start-up costs involved and time required to attract members, no fee for the use of The Heath for fitness classes would apply during the summer trial period. This would be reviewed in September 2013.

G 0118

ROOF REPAIRS
THE LITTLE SCHOOL DAY NURSERY

RECOMMENDED that the Finance and General Purposes Committee consider this matter at their meeting on 15th July 2013.

G 0020

HEATH POND WORKING PARTY

RESOLVED that, following the next meeting of the Heath Pond Working Party, costings be obtained for the priority work identified.

RESOLVED that a copy of the Heath Management Plan be issued to all Councillors.

F 0129

TOWN CLERK'S FINANCIAL REPORT

Members received and noted the Financial Report from the Town Clerk, a copy of which is attached to these Minutes at Appendix A.

F 0130 **BANK RECONCILIATION**

Members received and noted the latest bank reconciliation, a copy of which is attached to these Minutes at Appendix B. The Town Clerk confirmed that no further attempt at fraud on the bank account by an outside body had been made.

F 0131 **CREATION OF AN 'APPROVED CONTRACTORS' LIST**

The Committee considered in detail the Discussion Paper for the proposed creation of an 'Approved Contractors' List. Currently, there was no information available about the companies used for contracts which put a heavy responsibility on the Town Council office staff.

Such a list would be solely for use by Petersfield Town Council who should ensure that local firms were included. It was important that the list be updated once a year and that it did not become a bureaucratic document which might end up with unintended consequences.

The Committee felt that there were important points to be considered in setting up a List of Approved Contractors.

RESOLVED to create a small Working Party consisting of the Town Mayor, Cllr Harwood and Cllr Watkinson to establish the policies for creating a List of Approved Contractors

RESOLVED that the Working Party report back to the Finance and General Purposes Committee at their meeting on 15th July 2013 with their policy proposals and with a draft spreadsheet of the layout of the proposed List.

RESOLVED that, when the final draft proposals for creating a List of Approved Contractors have been considered by the Finance and General Purposes Committee, the matter be taken to Council.

F 0132 **HOUSING OF ORIGINAL PHOTOGRAPH OF HMS PETERSFIELD**

The Committee were advised that the original photograph of the Royal Navy Ship HMS Petersfield had been in the Petersfield Town Chambers since it was given to the Town Council in 1928. The National Museum of the Royal Navy in Portsmouth were setting up a new gallery of photographic exhibits and would like to add this photograph to their collection.

RESOLVED that Petersfield Town Council should retain the original photograph of HMS Petersfield and that a scanned copy of the photograph be sent to the National Museum of the Royal Navy in Portsmouth.

F 0133

HEALTH & SAFETY CONSULTANCY SERVICES

The Committee received and considered the report from the Town Clerk on the provision of Health & Safety Consultancy Services for the Council, a copy of which is attached to these Minutes at Appendix C.

The Town Clerk advised the Committee that he was concerned that the current Health & Safety Policy was out of date and that the Town Council did not have the resources or expertise to review and maintain this. Appointing a Health & Safety Consultancy Service to undertake the responsibility for this role would ensure that the Town Council was kept up to date with Health & Safety Regulations and that professional advice would be readily available.

RECOMMENDED that the quotation from Company B be adopted.

F 0134

CONFIDENTIAL

There were no confidential financial or other recommendations from Committees to be considered.

There being no further business, the meeting closed at 7.32 pm



FINANCE REPORT

As with the Clerk's Report to Council, this report is not an item of debate, but seeks to inform councillors of all matters financial, including income and expenditure against budget, the level of balances held, proposed movements of deposits, future plans as well as seasonal issues, such as the Audit and Budget setting processes. If councillors consider a matter included in the report is in need of debate, the subject can be added to a future meeting's agenda for this purpose. I will always endeavour to answer any questions raised from the content of the report, but please bear in mind that if further investigation is necessary, answers will need to be given outside the meeting.

Bank Accounts

	<u>£</u>	<u>Rate</u>
Lloyds TSB Current Account	250.00	
Lloyds TSB 30 Day Account	223,311.31	0.05%
Clydesdale 30 Day Notice Account	4,060.45	0.25%
Clydesdale Term Deposit	207,457.90	1.45%
Clydesdale Current Account	0.00	
Scottish Widows 7 Day Account	403,164.14	1.35%

Total 838,243.80

Town Mayor's Charity Account 338.29

Clydesdale's and Scottish Widows rating on Bank Deposits with Moody's is A2 with ratings stable. Lloyds TSB is also A2 but with a negative outlook.

Notice has been given to close the Clydesdale 30 Day Account and accounts are in the process of being opened with the Cambridge and Counties Bank (30 Day account) and Public Sector Deposit Fund. The fixed rate offer with the Cambridge and Counties Bank was withdrawn before we had the opportunity to take it up.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	1,404	13,400	10.48
Expenditure	5,282	70,700	7.47

No expenditure concerns at present. Interest income is a little lower than expected largely due to the recent falls in available interest rates.

Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	12,741	64,525	19.75
Expenditure	35,424	253,371	13.98

Income reflects the charging of quarterly rents although the monthly re-charges to Sheet Parish Council for their grounds maintenance costs have not been processed yet due to finance year end and annual audit procedures. Expenditure is comfortably on track at present.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	32,912	176,742	18.62
Expenditure	92,766	454,599	20.41

Expenditure figures reflect the annual charge for rates this month of almost £20,500 for the Festival Hall and £1,500 for The Avenue Pavilion as well as the annual contract sum of £5,000 for the maintenance of the theatrical structures and equipment in the Festival Hall. Income is nicely on track at present.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	47,057	254,667	18.48
Expenditure	133,472	778,670	17.14

The year to date figures, if everything was on track would show a 16.67% spend. Last year at this stage income was at 18.10% and expenditure 22.04%.

Neil Hitch
Town Clerk & Responsible Finance Officer
10th June 2013

APPENDIX 'B'

Date: 05/06/2013

Petersfield Town Council

Page No: 1

Time: 13:40

User : CLW

Bank Reconciliation Statement as at: 30/05/2013 for Cash Book 1 BANK CURRENT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB 0239842	31/05/2013	78	250.00
			<u>250.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
02/04/2013 014260 HMRC Only	4,400.78
26/04/2013 DDR Pymnt8 SOUTHERN WATER	132.94
26/04/2013 DDR Pymnt8 WPS Insurance Brokers & Risk	2,666.92
29/04/2013 014296 APSE	1,140.00
29/04/2013 014317 Tracey Greenaway	150.00
16/05/2013 014338 Hampshire Pension Fund	3,062.21
20/05/2013 014342 Ellis Whittam Limited	825.60
20/05/2013 014344 Moviola Ltd	311.25
28/05/2013 014352 ACORN OFFICE SUPPLIES	147.26
28/05/2013 014353 G Burley and Sons Ltd	14,612.30
28/05/2013 014354 Bibby Factors Leicester Limite	97.20
28/05/2013 014355 MACDONALD OATES SOLICITI	64.00
28/05/2013 014356 Travis Perkins Trading Company	9.59
28/05/2013 014358 PJ Jones	18.85
28/05/2013 014357 Lion and Unicorn Players	250.00
30/05/2013 014359 P/F Town Juniors	250.00
30/05/2013 014360 Barclays Bank	250.00
11/02/2013 014164 Messagemaker Displays Ltd	2,694.00
	<u>31,082.90</u>
	-30,832.90

<u>Receipts not Banked/Cleared (Plus)</u>	
	<u>0.00</u>
	-30,832.90
Balance per Cash Book is :-	-32,797.48
Difference Excluding Adjustments is :-	1,964.58

<u>Adjustments to Reconciliation</u>	
	0.00
	<u>0.00</u>
Unreconciled Difference is :-	

Your account statement
Statement sheet number: **78**
Issue date: **31 May 2013**
Page: **1 of 1**



Lloyds TSB

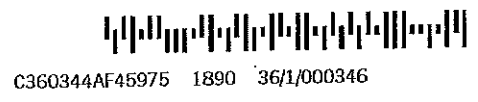
PETERSFIELD TOWN COUNCIL
TOWN HALL
PETERSFIELD
HAMPSHIRE
UNITED KINGDOM
GU31 4EA

Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0845 072 5555** (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydstsb.com

Your branch: **PETERSFIELD**
Sort code: **30-96-61**
Account number: **00239842**
BIC: **LOYDGB21276**
IBAN: **GB98 LOYD 3096 6100 2398 42**



BUSINESS ACCOUNT
PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 24 May 2013	£250.00
Total Paid In	£4,117.14
Total Paid Out	£4,117.14
Balance On 31 May 2013	£250.00

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
24 May 13		BALANCE BROUGHT FORWARD			250.00
28 May 13	Direct Debit	FOCUS 4 U LTD FC6669	102.46✓		147.54
28 May 13	Direct Debit	VEOLIA ES UK 08482301-047	303.12✓		155.58 OD
28 May 13	Cheque	014341	317.48✓		473.06 OD
28 May 13	Cheque	014339	718.21✓		1,191.27 OD
28 May 13	Cheque	014346	1,595.00✓		2,786.27 OD
28 May 13	Transfer	FROM30966107033557		3,036.27✓	250.00
29 May 13	Direct Debit	EDENSPRINGS 00/00103282	53.76✓		196.24
29 May 13	Cheque	014333	126.00✓		70.24
29 May 13	Transfer	FROM30966107033557		179.76✓	250.00
30 May 13	Bank Giro Credit	SOUTHERN ELECTRIC 031487331		822.20✓	1,072.20
30 May 13	Transfer	TO 30966107033557	821.20✓		251.00
31 May 13	Payment	014361	79.91✓		171.09
31 May 13	Transfer	FROM30966107033557		78.91✓	250.00
31 May 13		BALANCE CARRIED FORWARD			250.00

PETERSFIELD TOWN COUNCIL
05 JUN 2013

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement
For our data privacy notice, please see: www.lloydstsbbusiness.com/legal/mypersonaldata.asp

Date: 06/06/2013

Petersfield Town Council

Page No: 1

Time: 09:55

User: CLW

Bank Reconciliation Statement as at: 31/05/2013 for Cash Book 2 30 DAY NOTICE ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB	31/05/2013	51	241,385.93
			<u>241,385.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			241,385.93
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			241,385.93
		Balance per Cash Book is :-	241,385.93
		Difference is :-	0.00

Your account statement
Statement sheet number: 51
Issue date: 31 May 2013
Page: 2 of 2



Lloyds TSB

PETERSFIELD TOWN COUNCIL
TOWN HALL
PETERSFIELD
HAMPSHIRE
UNITED KINGDOM
GU31 4EA

Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0845 072 5555** (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydstsb.com

1890 38/2/000349

Your branch: **PETERSFIELD**
Sort code: **30-96-61**
Account number: **07033557**
BIC: **LOYDGB21276**
IBAN: **GB91 LOYD 3096 6107 0335 57**

BUS 30 DAY NOTICE
PETERSFIELD TOWN COUNCIL

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
30 May 13		BALANCE BROUGHT FORWARD			235,224.60
30 May 13	Faster Payment	LEWIS KAREN ELIZAB S11135		34.99	235,259.59
30 May 13	Faster Payment	FP13150010961902 STRODE C A		69.98	235,329.57
30 May 13	Deposit	MUMBABA PAVILLION 28023253817150000N		351.60	235,681.17
30 May 13	Faster Payment	500274 FOUN F R + R I T		4,962.47	240,643.64
30 May 13	Transfer	S13108S13109 RP4679960048254500		821.20	241,464.84
31 May 13	Transfer	FROM30966100239842 TO 30966100239842	78.91		241,385.93
31 May 13		BALANCE CARRIED FORWARD			241,385.93

PETERSFIELD TOWN COUNCIL
05 JUN 2013
RECEIVED

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement
For our data privacy notice, please see: www.lloydstsbbusiness.com/legal/mypersonaldata.asp

Bank Reconciliation Statement as at: 31/05/2013 for Cash Book 4 CLYDESDALE BANK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale 40 day 90025455	31/05/2013	47	4,060.45
			<u>4,060.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>4,060.45</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>4,060.45</u>
		Balance per Cash Book is :-	4,060.45
		Difference is :-	0.00

POST

 **Clydesdale Bank**

Can we help?
0800 7831100

PETERSFIELD TOWN COUNCIL
The Town Hall Heath Road
Petersfield
GU31 4EA

Branch Address
6/8 London Road
Unit 5 Peveril Court
Crawley RH10 8JB

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18900

 1401034466

Page 1 of 2

Your 30 Day Notice Corporate Account statement.

Statement No: 47

Statement date
31 May 2013

Account name
PETERSFIELD TOWN COUNCIL

Date	Description	Debits	Credits	Balance
02 May 2013	Previous statement			4059.59
31 May	Gross Interest		0.86	4060.45

Sort Code
82-64-02

Account number
90025455

The following credit interest rates were applicable at the statement date.

IBAN
GB51 CLYD82640290025455

Account Balance (£)	Gross Rate %	Net Rate %	AER %
0 - 99,999	0.25	0.20	0.25
100,000 - 999,999	0.40	0.32	0.40
1,000,000 +	0.50	0.40	0.50

BIC
CLYDGB21402

Current balance
£4060.45

Please refer to the reverse of page 1 for definitions of Gross Rate, Net Rate and AER.

DD = Direct Debit
SO = Standing Order
TB = Telephone Banking
TL = Over the Counter Payment
EB = Electronic Banking
OD = Overdrawn

PETERSFIELD TOWN COUNCIL
05 JUN 2013

0844 736 0435



Date: 07/06/2013

Petersfield Town Council

Page No: 1

Time: 13:09

User: CLW

Bank Reconciliation Statement as at: 31/05/2013 for Cash Book 5 PETTY CASH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/05/2013		315.00
			<u>315.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>315.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>315.00</u>
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/05/2013 for Cash Book 6 Clydesdale Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale Term Deposit	31/05/2013	0	207,457.90
			<u>207,457.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			207,457.90
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			207,457.90
		Balance per Cash Book is :-	207,457.90
		Difference is :-	0.00

PETERSFIELD TOWN COUNCIL
THE TOWN HALL
HEATH ROAD
PETERSFIELD GU31 4EA.

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Dear PETERSFIELD TOWN COUNCIL

Certificate of Term Deposit

Account Number: 00640220030450
Sort Code: 826402
Commencement Date: 02/04/2013
Maturity Date: 30/10/2014

Sum Deposited: £207457.90
Interest Rate: 1.45% Gross

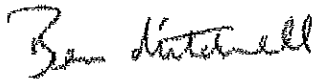
Thank you for renewing your Term Deposit with Clydesdale Bank, the details of your new Term Deposit are above. Please keep this letter in a safe place as it provides details and proof of your investment.

We will contact you prior to your next maturity date in order to identify what you would like to do with your maturing funds.

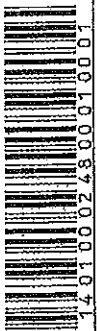
If you have any queries in the meantime or wish to discuss our other Clydesdale Bank products please call into your local branch or contact your relationship manager, or, if your original Term Deposit was purchased via either our telephone or internet channel, contact us on 0800 012 1111.

Up to date details of all our products and rates can be found at www.cbonline.co.uk

Yours sincerely



Ben Mitchell
Senior Savings Product Manager
Product Solutions



Bank Reconciliation Statement as at: 31/05/2013 for Cash Book 8 Scottish Widows Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Scottish Widows 50936100799	31/05/2013	0	403,164.14
			<u>403,164.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			403,164.14
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			403,164.14
		Balance per Cash Book is :-	403,164.14
		Difference is :-	0.00

Petersfield Town Council Re The Heath C
The Town Hall
Heath Road
PETERSFIELD
Hampshire
GU31 4EA

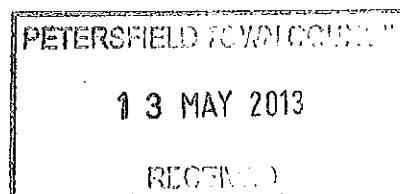
Registered Office PO Box 12757
67 Morrison Street
Edinburgh EH3 8YJ
Telephone 0845 845 0829
International Telephone 0044 131 655 2000
Facsimile 0845 846 0829
Website www.scottishwidowsbank.co.uk

Statement Date : 1 May 2013
Statement Number : 24
Account Number : 50936100799
Account Type : Charities 7 Day - Intro
Account Name : Petersfield Town Council Re The Heath C
Current Interest Rate : 1.35% Gross/AER (* see interest rate information overleaf)
Balance on 1 May 2013 : £403,164.14

Interest Rates as at 1 May 2013

Balances of	Gross/AER*
£50,000 and over	1.35%
up to £49,999	1.10%

* see interest rate information overleaf



Account Activity

Transaction Date	Effective Date	Description	Paid Out	Paid In	Balance
		Balance brought forward			£202,800.81
10/04/2013	10/04/2013	Cheque Deposit		£200,000.00	£402,800.81
01/05/2013	01/05/2013	Interest GROSS		£363.33	£403,164.14
		Balance carried forward			£403,164.14
		Totals	£0.00	£200,363.33	

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Finance & General Purposes Committee

Health and Safety Service Provision

Background

Members will be aware that Peter Jones was the Council's Health and Safety Officer but now that he is no longer in the employment of the Council alternative provision for this aspect of our responsibilities needs to be considered.

The current Health and Safety Policy that we have is dated May 1998 and drafted by a previous Maintenance Contracts Officer. It is clearly out of date and in need of a review.

None of the current employees of the Council hold Health and Safety qualifications or have experience in undertaking the work.

Bearing in mind the above and the need to ensure that the Council is protected various companies who provide this type of service for businesses have been approached to provide costs for undertaking this role and responsibility as well as advising us on any practical matters that the Council may need to undertake. The work would also entail a re-write of our Health and Safety Policy.

Quotations

All of the companies that have quoted for the work are fully qualified to undertake the role and are experienced in the market place. By necessity they all have different processes and ways of doing things so an exact comparison is almost impossible to achieve. The choice of company will involve a subjective assessment of how they operate as well as the level of service that is needed by the Council.

Company A

- The service provided would cost more in the first year than in subsequent years because of the level of initial work required to set up systems and procedures plus the resource needed to deliver this.
- A full inspection of all sites would be done and a detailed report submitted.
- Health & Safety Policy would be prepared along with appropriate systems to enable compliance.
- Training would be provided to enable staff to manage operating systems
- Access provided online to all be-spoke Health and Safety documentation.
- Guidance given on completing workplace risk assessments.

- Annual inspection reports undertaken
- Regular legal updates provided.
- 24 hours Health & Safety hotline provided
- Provides an Advice Guarantee up to £100,000 as long as their advice and recommendations are followed.
- Specialist team provides on-site support in the event of major accidents or emergencies
- Includes 4 consultant days in year 1 and 3 days for subsequent years
- ISO 9001 accredited company

Cost:

6 year contract £3,800 in year 1 and £2,850 in subsequent years

3 year contract £4,050 in year 1 and £3,050 in subsequent years

The company was very thorough in their presentation and clearly understands and knows its business. The documentation provided includes a number of references from a wide variety of differing businesses and services. It claims to be a market leader in this industry.

Company B

- Service ensures compliance with Health & Safety requirements, manages risk and provides solid foundations to safeguard safety and welfare of employees.
- Provides unlimited 24 hour advice and assistance phone line from qualified consultant
- Unlimited email support
- Access provided online to all be-spoke Health and Safety documents.
- A consultant to act as our named competent person as required by the Management of Health & Safety at Work Regulations.
- Total of 6 visits over a 3 year period inspecting sites and advising and assisting in doing what is required.
- Will conduct a general risk assessment on our premises
- Will develop and guide us through a prioritised Safety Action Plan and Health and Safety Policy
- Attendance at premises for an installation visit with further visits during the contract ensuring implementation of the action plan with a report being provided from each visit detailing any actions required.
- Provides Legal Expenses Insurance to cover legal costs in the case of any prosecution
- OHSAS 18001 accreditation obtained.
- Emergency assistance as required undertaking any investigations necessary and liaison with other Authorities.

Cost:

3 year contract costing £900 per annum discounted from their normal rate of £2,085.

The company is known to us which is why a discounted rate is offered. The service provided appears more generic rather than individual which is undoubtedly reflected in the price.

Company C

- The service includes provision of a general Health & Safety Policy
- Creates an organisational structure for the implementation of the Health & Safety Policy

- Creates systems enabling management of key responsibilities, individual's responsibilities, action logs and any other specific arrangements.
- Initial inspection of all premises to enable policies and procedures to be drawn up.
- A prioritised inspection report
- An employee safety handbook
- Visitor documentation and records including fire procedures and accident reporting.
- Safety records and training including report forms.
- Fire risk assessments and fire procedures review.
- Fire and emergency evacuation records.
- Risk assessment manuals
- Unlimited support via their Health & Safety advisory team.
- Specialist advice service available 24 hours per day accessed by phone or email
- Includes Health & Safety Representation cover.
- Provides legal expenses insurance to cover legal costs in the event of a prosecution
- Access provided online to all bespoke Health & Safety documentation
- ISO 9001 accredited company

Cost:

3 year contract costing £3,528 per annum

5 year contract costing £3,024 per annum

The company clearly knows its business and is one that I am aware of operating in the local government sector. Each client is treated as an individual and it seems as though their 'offer' extends to a wider range of documentation and services.

Recommendation

It is recommended that the provision of our Health & Safety services be outsourced.

All three companies have their merits and the decision depends on the importance that members consider applies in each case. For example:

- On grounds of cost, clearly company B stands out
- On grounds of service and thoroughness, company A is most appropriate
- On grounds of breadth of cover, company C is suitable.

Currently there is no budget provision for the outsourcing of Health & Safety services although the recent changes to the staffing structure would enable funds to be vired from this source in order to meet the cost of whichever company members consider appropriate.

Neil Hitch
Town Clerk
10th June 2013