



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

25 August 2023

TO: Councillors Bradford, Chowns, Hughes, l'Anson (Chair), Morris

Dear Member

You are hereby summoned to attend a meeting of the **Resources Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 31 August 2023 at 7.00pm** for the purposes of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest and written requests for dispensations
(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)
(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)
3. Terms of Reference (Pages 50-51)

To consider the changes made as per minute C82 of the Full Council meeting held on 3 August 2023

4. **To approve as a correct record the minutes of meetings of the Resources Committee held on 6 July 2023** (Pages 52-54)
5. **Action Sheet** (Pages 55-56)
6. **Outcome of DSE Reviews** (Pages 57-72)
7. **Invoices for Payment (August final)** (Pages 73-74)
8. **Date of next meeting**

To note that the date of the next meeting of the Resources Committee is scheduled for 5 October 2023.

9. **Exclusion of Press and Public**

<p>In accordance with Section 12(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting</p>

10. **Staffing Matters** (Pages 75-118)
 - i. Letter received from Post Holder 49 and additional information
 - ii. Letter received from Post Holder 50
 - iii. Other staffing matters
11. **Correspondence received from Ledbury resident** (Pages 119-130)

Distribution: Full agenda to: - Committee members (4)

Agenda front pages to all non-committee members (6)

LEDBURY TOWN COUNCIL

RESOURCES COMMITTEE

QUORUM – The quorum of the Resources Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Resources Committee Quorum will be 3

MEMBERSHIP – The Membership of the Resource Committee will comprise of the Mayor, Deputy Mayor, and Chairs of all Standing Committees, which currently are Environment and Leisure, Finance, Policy & General Purposes Committee and Planning, Economy & Tourism Committee.

In the event that a Chair of one of the Standing Committees is not available they will request their Vice-Chair to attend as their substitute.

In the event that the Mayor or Deputy Mayor is also a Chair of a Standing Committee, they will attend the Resources Committee in their role of Mayor or Deputy Mayor and the Vice-Chair of said Committee will be asked to attend the Resources Committee for the Municipal Year in place of the Chair.

In the event that a Councillor is Vice-Chair of more than one Committee and the meeting is likely to be inquorate the meeting will be rearranged for an alternative date.

UNDER DELEGATED POWERS

1. To receive information in respect of sickness absence figures in respect of all council staff
2. To receive information on the training and development of all council staff and councillors
3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis
4. To ensure that all staff contracts are compliant with legislation
5. To make decisions on the Training and Development budget process for staff and Councillors
6. To receive and consider applications for vacant posts within the Town Council, in respect of Senior post i.e. Clerk & Deputy Clerk and to interview successful shortlisted candidates
7. To appoint Appeals Panels as required noting members' independence to any given situation
8. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
2. To make recommendation on requests for vocational training.

3. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
4. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations
5. To consider and make recommendations on requests for job evaluations
6. To make recommendation on the appointment of all Senior Council staff
7. To feed into the annual budget setting cycle

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 6 JULY 2023**

PRESENT: Councillors Chowns, Hughes, l'Anson (Chair) and Morris

ALSO PRESENT: Angela Price – Town Clerk

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. DECLARATIONS OF INTEREST

None received.

**3. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A MEETING OF
THE RESOURCS COMMITTEE HELD ON 2 MARCH 2023**

Members discussed the matter of the Town Maintenance Operative gaining a driving licence, and it was proposed that, as part of the Council's Training programme, he be offered the opportunity to get one-one help with the Driving Test Theory ahead of his next booked test.

RESOLVED:

- 1. That the minutes of the meeting of the Resources Committee held on 2 March 2023 be approved and signed as a correct record.**
- 2. That a tutor be engaged to help the Town Maintenance Operative with the Driving Test Theory ahead of his next booked test.**

4. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next Resources Committee is scheduled for 5 October 2023.

5. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

Councillor Morris arrived at 7.10 pm and gave apologies for his late arrival.

6. RECOMMENDATION FROM FULL COUNCIL

At the meeting of Full Council held on 29 June 2023 (minute no. C33(5) refers)
It was **RESOLVED:**

“That Councillor Sinclair’s actions be referred to the Resources Committee for consideration as regards a breach of the Councillor Code of Conduct.”

Following consideration of the issues raised at the Full Council meeting Members considered that there was prima facie evidence of misconduct to support the Council submitting a complaint to the Monitoring Officer.

RESOLVED:

- 1. That the Mayor, Deputy Mayor, and Councillor Hughes, as the Chair of the Finance, Policy & General Purposes Committee, present evidence to a meeting of Full Council to support a recommendation from the Resources Committee, that a complaint be submitted to the Monitoring Officer in respect of Councillor Sinclair’s misconduct.**
- 2. That an extraordinary meeting of Council be convened on Thursday, 13 July 2023 at 6.00 pm to consider the evidence to be provided as outlined above, prior to submission to the Monitoring Officer.**

7. STAFFING MATTERS

Members were provided with a report from the Town Clerk in relation to a number of staffing matters.

RESOLVED:

- 1. That the information provided by the Clerk be received and noted, recognising that the issues raised within the report are being dealt with by the Clerk via the appropriate processes.**
- 2. That the following amendments be made to three job descriptions, subject to the appropriate consultations taking place:**
 - i. Deputy Clerk – “To oversee the management of Council events as directed by the Town Clerk.”**
 - ii. Community Development Officer – “To work with the Deputy Town Clerk in the management of Community based events**

such as World Book Day, Big Green Week, Community Day, and Heritage Open Days (HOD's)

- iii. Administrator – “To work with the Deputy Town Clerk in the management of Council events such as the Christmas Lights Switch-on and Party in the Park or other similar events.
- 3. That the following amendment be made to both the CDO and Administrator job descriptions, subject to the appropriate consultations taking place:
 - i. To create marketing and promotional material for events that they work on, as directed by the Deputy Clerk.
 - ii. To share marketing and promotional material for events on the Council's social media in connection with events that they work on, as directed by the Deputy Clerk.
- 4. That a report detailing how the roles of Town Clerk and Responsible Finance Officer could be separated to become two separate roles be submitted to the next meeting of the Resources Committee to enable Members to consider a recommendation to Full Council.
- 5. That the draft Responsible Finance Officer job description be re-submitted in support of the report as agreed at point 4 above.
- 6. That having considered the report in respect of the job review requested by Post Holder 50 it was agreed that the outcome should be accepted and that this should be included on the extraordinary Full Council agenda scheduled for 13 July 2023 for approval.
- 7. That the Local Government Pension Scheme be referred to the Finance, Policy & General Purposes Committee for further consideration.

The meeting ended at 8.37 pm.

Signed Date
(Chair)

ACTION SHEET
EO RESOURCES COMMITTEE
06.07.2023

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R3(2)	That be engaged to help the TMO with the driving theory test ahead of his next booked test	TC	Aug-23	TMO Signed up to online tutor - allocated time during work hours to undertake training	Awaiting notification of theory test date
R6(1)	That the Mayor, Deputy Mayor, and Councillor Hughes, as the Chair of the Finance, Policy & General Purposes Committee, present evidence to a meeting of Full Council to support a recommendation from the Resources Committee, that a complaint be submitted to the Monitoring Officer in respect of Councillor Sinclair's misconduct.	TM,DM,Cllr Hughes	12.07.2023	presented and considered at FC on 13.07.2023 - final complaint submitted to MO by Mayor	Completed
R6(2)	That an extraordinary meeting of Council be convened on Thursday, 13 July 2023 at 6.00 pm to consider the evidence to be provided as outlined above, prior to submission to the Monitoring Officer.	TC	12.07.2023	Meeting held	Completed
R7(2)(i)	That the following amendments be made to three job descriptions, subject to the appropriate consultations taking place: i. Deputy Clerk – "To oversee the management of Council events as directed by the Town Clerk."	TC	Jul-23	Staff agreed to changes	Completed
R7(2)(ii)	ii. Community Development Officer – "To work with the Deputy Town Clerk in the management of Community based events such as World Book Day, Big Green Week, Community Day, and Heritage Open Days (HOD's)"	TC	Jul-23	Staff agreed to changes	Completed

Agenda Item
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R7(2)(iii)	iii. Administrator – "To work with the Deputy Town Clerk in the management of Council events such as the Christmas Lights Switch-on and Party in the Park or other similar events.	TC		Jul-23	Staff agreed to changes	Completed
R7(3)(i)	That the following amendment be made to both the CDO and Administrator job descriptions, subject to the appropriate consultations taking place: To create marketing and promotional material for events that they work on, as directed by the Deputy Clerk.	TC		Jul-23	Staff agreed to changes	Completed
R7(3)(ii)	To share marketing and promotional material for events on the Council's social media in connection with events that they work on, as directed by the Deputy Clerk.	TC		Jul-23	Staff agreed to changes	Completed
R7(4)	That a report detailing how the roles of Town Clerk and Responsible Finance Officer could be separated to become two separate roles be submitted to the next meeting of the Resources Committee to enable Members to consider a recommendation to Full Council.	TC		31.08.2023		In progress
R7(5)	That the draft Responsible Finance Officer job description be re-submitted in support of the report as agreed at point 4 above.	TC		31.08.2023		In progress
R7(6)	That having considered the report in respect of the job review requested by Post Holder 50 it was agreed that the outcome should be accepted and that this should be included on the extraordinary Full Council agenda scheduled for 13 July 2023 for approval.	TC		13.07.2023	On agenda of 13.07.2023	Completed
R7(7)	That the Local Government Pension Scheme be referred to the Finance, Policy & General Purposes Committee for further consideration.	TC		21.09.2023	To be included on next FP&GP Ag	In progress

RESOURCES COMMITTEE	31 AUGUST 2023	AGENDA ITEM: 6
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Report prepared by Angela Price – Town Clerk

OUTCOME OF DSE WORKSTATION REVIEW

Purpose of Report

The purpose of this report is to advise Members of the Resources Committee of the outcome of a recent DSE Workstation review which was carried out on all staff who use DSE equipment as part of their normal work, continuously for an hour or more.

Detailed Information

The current governing legislation regarding the use of display screen equipment (DSE) for work purposes is the Display Screen Equipment Regulations 1992 as amended in 2002. DSE is equipment and devices with an alphanumeric or graphic display screen. This includes PCs, smartphones, tablets, and laptops, all of which are commonplace in a work environment. The Display Screen Equipment Regulations 1992 were revisited in 2002 to take into account the changes in technology since the regulations were published. The changes in 2002 also reflected a better understanding of the health risks that regular DSE use poses along with how these risks can be controlled. Such health risks include musculoskeletal problems, headaches, tired eyes, and mental stress.

Prior to the 2002 amendments, the existing legislation was the Health and Safety (Display Screen Equipment) Regulations 1992. The regulations apply to all DSE users (i.e., workers who use DSE daily for at least an hour continuously). Workstation assessments.

If workers use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, employers must do a workstation assessment.

Employers should look at:

- the whole workstation, including equipment, furniture, and work conditions
- the job being done
- any special requirements of a member of staff, for example a user with a disability

Where there are risks, they should take steps to reduce them.

Employers must also do an assessment when:

- a new workstation is set up
- a new user starts work
- a change is made to an existing workstation or the way it's used
- users complain of pain or discomfort

It is good practice to undertake a workplace assessment annually and these can be either carried out by the individual with their line manager, utilising the form provided by the HSE (Appendix C), or by a suitably qualified person.

All staff have previously been asked to complete the attached form, however due to a number of issues being raised the Clerk felt that it would be appropriate, on this occasion to engage the assistance of Ellis Whitham, the Council's Health & Safety support in carrying out the assessments.

Attached is an anonymised spreadsheet providing details of each assessment carried out (Appendix A).

Some of the issues have already been resolved however Members will note that the following items have been recommended:

- 3 x new chairs
- 1 x screen riser
- 1 x footstall

As well as this it has been suggested that more storage space should be provided in two of the offices and more workspace be made available for the Accounts Clerk. Therefore, the following additional items are required:

- 2 x lockable storage cupboards
- 1 x moveable under desk unit (to provide an additional workspace when required)

Financial Implications

The three members of staff who require new chairs have advised of back and shoulder pain and therefore it has been recommended that these staff should be provided with a high back chair, possibly with a head support similar to the one in the picture at appendix B.

The cost of this chair is approximately £150/£200 depending on where it is purchased from and whether there are any offers available at the time of purchase. Therefore, the cost of three of these chairs would be approximately £600.

The screen riser does not need to be adjustable, it just needs to be able to raise the current height of the screen. The cost of a suitable screen riser would be in the region of £10.

The cost of a foot rest can vary, however it was recommended that a footrest that could be adjustable in height and that has a free-floating platform be purchased. The cost of this would be £23.99.

Two new lockable storage cupboards, similar to those already in use in the Accounts/Admin office would cost £108.95 a total of £217.90 and a small two drawer moveable storage cupboard would cost £114.00.

Anticipated cost to provide equipment as recommended by H & S Workplace assessments:

3 x High back chairs with lumbar support and head support -	£600.00
1 x screen riser	£ 10.00
1 x footrest	£ 23.99
2 x lockable storage cupboards	£217.90
1 x moveable two drawer underdesk unit	<u>£114.00</u>
<u>Total anticipated expenditure</u>	<u>£965.89</u>

(It should be noted that this cost could be reduced if offers are available at the time of purchase).

There is a sum of £2,000 in the 2023/24 budget for office equipment/furniture of which £367 has been spent to date leaving a total of £1633.00, therefore there are sufficient funds for all of the above items to be purchased from this budget head.

Recommendation

That Members of the Resources Committee give consideration to the information provided, noting that these items have been recommended as the result of a DSE Workplace Assessment of all office based staff, and approve the purchase of all of the above items and that the expenditure be from the Office equipment/furniture budget line within the 2023/24 budget.

DSE ASSESSMENT OUTCOMES AND REQUIREMENTS

CHAIR	SCREEN	KEYBOARD / MOUSE	RISER	LIGHTING	HEATING	OTHER	COMMENTS
✓	✓	X	✓	✓	Heating issues being investigated in all offices		Keyboard replaced 10.08.2023
X	✓	✓	X	✓	✓		Needs back support for chair - DTC advised has one at home that will bring in. Suggested screen could be raised - which has now been done
X	✓	✓	✓	X	Heating issues being investigated in all offices	footrest Needs replacing 4-Way USB extension required	Chair needs replacing for one with better lumbar support and higher level back/neck support Possible issues with lighting - have moved furniture around to see if any better 4-way USB ext ordered 10.08.2023
X	✓	✓	X	X	✓	More work space required	New chair with adjustable lumbar support and high level back/neck support with detachable arms Need height adjustable screen Lighting issues appear to have been resolved since recent works carried out
✓	X	✓	✓	X	✓		Requested larger screen and 2nd screen - when measuring screen realised it was larger than anticipated - has connected laptop up for use in the office which provides two screens Lighting issues appear to have been resolved since recent works carried out
X	✓	✓	✓	✓	✓		New chair required - likes chair currently in use by CDO - will swap chairs as CDO needs more support - SJ Happy with replacement chair - needs to move closer to monitor and have eye test

CHAIR	SCREEN	KEYBOARD /MOUSE	RISER	LIGHTING	HEATING	OTHER	COMMENTS
X	✓	✓	X	✓	✓	Wrist support	Replacement chair recommended As working on laptop screen tilt is limited consider changing to desktop machine or riser to be provided - Limited work space on desk - good housekeeping needed at all times

APPENDIX B



Display screen equipment (DSE) workstation checklist



This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

Workstation location and number (if applicable):
User:
Checklist completed by:
Assessment checked by:
Any further action needed:	Yes/No
Follow-up action completed on:





The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

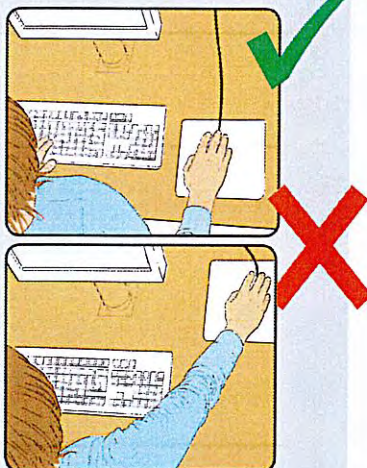
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

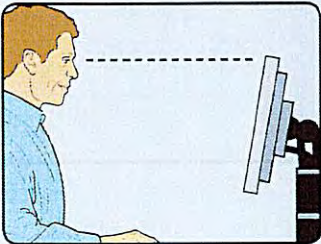
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

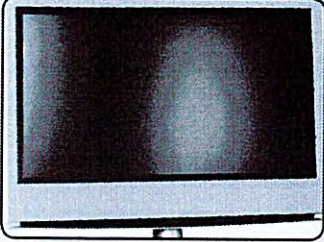
- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.



Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

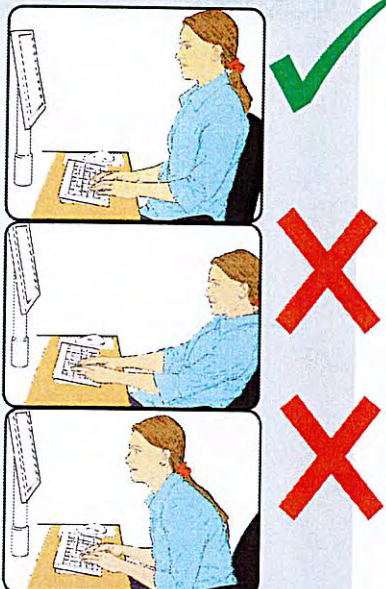
Risk factors	Tick answer	Things to consider	Action to take
	Yes	No	
1 Keyboards			
Is the keyboard separate from the screen?		This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?		Tilt need not be built in	
<p>Is it possible to find a comfortable keying position?</p>    		<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	
Does the user have good keyboard technique?		<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> ■ hands bent up at the wrist; ■ hitting the keys too hard; ■ overstretching the fingers. 	
Are the characters clear and readable?		<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			<p>Most devices are best placed as close as possible, eg right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none">■ prevent arm overreaching;■ encourage users not to leave their hand on the device when it is not being used;■ encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
Does the device work smoothly at a speed that suits the user?			<p>See if cleaning is required (eg of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Display screens				
<p>Are the characters clear and readable?</p> <div>Health and safety</div> <div>Health and safety</div>			<p>Make sure the screen is clean and cleaning materials are available.</p> <p>Check that the text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			<p>Try using different screen colours to reduce flicker, eg darker background and lighter text.</p> <p>If there are still problems, get the set-up checked, eg by the equipment supplier.</p>	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
<p>Does the screen swivel and tilt?</p> 			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> ■ swivel/tilt is absent or unsatisfactory; ■ work is intensive; and/or ■ the user has problems getting the screen to a comfortable position. 	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
4 Software				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
5 Furniture				
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> <div></div>			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none">■ seat back height and tilt adjustment?■ seat height adjustment?■ castors or glides?			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the chair adjusted correctly? 			<p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
Is the small of the back supported by the chair's backrest?			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			<p>Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.</p>	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			<p>If not, a footrest may be needed.</p>	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
6 Environment				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			<p>Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</p>	
Are levels of noise comfortable?			<p>Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.</p>	

7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

Write down the details of any problems here:

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Further information

Working with display screen equipment (DSE): A brief guide Leaflet INDG36(rev4)
HSE books 2013 www.hse.gov.uk/pubns/indg36.htm

For information about health and safety visit <https://books.hse.gov.uk> or <http://www.hse.gov.uk>. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

To report inconsistencies or inaccuracies in this guidance email:
commissioning@wlt.com

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INVOICES FOR PAYMENT August 2023

Agenda Item								
INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	
27.07.2023	15097	BACS	Dolphin Tech	Photocopying	36.88	7.37	44.25	
27.07.2023	LTC4	BACS	Riah Pryor	Project managmebnt 3.5 day JMM	875.00		875.00	
26.07.2023	220482	BACS	Quick Skip	Cemetery Skip	215.00	43.00	258.00	
01.08.2023	9998200	BACS	Chubb	Requested engineers visit	395.66	79.13	474.79	
31.07.2023	73	BACS	Ledbury Hardward Ltd	Wire Brush & Jcloths	8.45	1.69	10.14	
30.06.2023	7625	BACS	Bliss Cleanng Services	LTC Office Cleaning	333.00	66.60	399.60	
31.07.2023	7770	BACS	Bliss Cleaning Services	LTC Office Cleaning	296.00	59.20	355.20	
19.07.2023	LPH 588	BACS	Ledbury Plant Hire	Manitou to move equipment at Cemetery	70.00	14.00	84.00	
30.07.2023		BACS	D M Property Maintenance	Contract Works	1608.74		1608.74	
04.08.2023	2518789618	BACS	ADOBE	Annual Subscription	486.00		486.00	
04.08.2023	GB-164269841-2023-27381	BACS	Amazon	Purchase Order Books	40.70	8.15	48.85	
20.06.2023	60347	BACS	HMS	Electrical Works LTC Offices	500.00	100.00	600.00	
04.08.2023	LTC02/08/23	BACS	Ledbury & District Civic Society	Hire of Burgage Hall	37.50		37.50	
01.08.2023	437644	BACS	LATUS Group	Medical Records request	645.00		645.00	
09.08.2023	91568889	BACS	Herefordshire Council	Hire of Room at Masters House JMM	38.00		38.00	
05.08.2023	7973070	BACS	npower	Market stall electricity	67.03		67.03	
09.08.2023	2854621	BACS	Viking Raja	Staionary	29.88	5.98	35.86	
10.08.2023	2023/HT222	BACS	Ledbury & District Civic Society	Heritage Trail Maps	140.00		140.00	
10.08.2023	BK211787-1	BACS	SLCC	Closed Churchyard - Training	45.00	9.00	54.00	
19.05.2023	30738	BACS	Rialtas	Year End	755.00	151.00	906.00	
10.08.2023	2860261	BACS	Viking Raja	Stationary	63.91	12.78	76.69	
21.07.2023	2023-24 002	BACS	Ledbury Places	Electricity Barratt Browning	76.32	3.82	80.14	
18.08.2023	2891220	BACS	Viking Raja	Staionary & Coffee	64.92	6.79	71.71	
17.08.2023	140S796901	BACS	Screwfix	Hammerite, white spirit and brushes	72.46	14.48	86.94	
17.08.2023	254	BACS	Weedingtech	Training & travel costs	500.00	100.00	600.00	

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10.08.2023		BACS	Jane Mee	Attendance at JMWP	94.75	94.75
21.08.2023		BACS	A Price (re-imbusement)	Vehicle Tax for van	320.00	320.00
31.07.2023	2.02307E+11	BACS	P J Nichols	Fuel for van and mowers	239.86	47.97
24.08.2023	727448	BACS	Printerbase	Ink Cartridges	265.09	53.01
				TOTAL	8320.15	783.97
						9104.12