

## Brixham Town Council

<b>Report No:</b>	36-2020 <i>revision one</i>		
<b>Report Type:</b>	Public		
<b>Title:</b>	Training Budget		
<b>To:</b>	Evaluation	<b>Date:</b>	25.11.20
<b>Contact Officer:</b>	Town Clerk	Tracy Hallett	
<b>Contact Details:</b>	info@brixhamtowncouncil.gov.uk	01803 859678	

### Purpose of Report

To consider training requests and to review the training budget for the 2021/22 financial year.

### 2020/21 Training

The following training has taken place this year:

<b>Training taken to date</b>		
<b>Company</b>	<b>Amount</b>	<b>Reason</b>
iHasco	£750.00	Essential Staff Training
Corserv *	£600.00	Continued Professional Development (5 year renewal)
DALC	£45.00	Continued Professional Development (Adhoc)
Devon Trailer Training	£220.00	Essential Staff Training (one off competency test)
ExeMed	£350.00	Occupational Health Assessments (one off assessment at start of employment)
<b>Sub-Total</b>	<b>£1,965.00</b>	
<b>Training not yet invoiced</b>		
<b>Company</b>	<b>Amount</b>	<b>Reason</b>
Corserv *	£600.00	Continued Professional Development (5 year renewal)
DALC	£15.00	Continued Professional Development (Adhoc)
SLCC	£42.00	Operation London Bridge
SLCC	£42.00	Planning White Paper
<b>Sub-Total</b>	<b>£699.00</b>	
<b>Income</b>	<b>£1,005.00</b>	See breakdown below
<b>Total</b>	<b>£1,659.00</b>	
<b>Budget</b>	<b>£2,500.00</b>	£800 plus virement of £1,200 from meeting budget
<b>Balance</b>	<b>£841.00</b>	Underspend

(DALC courses are for both Staff and Councillors.)

### Income

\* Corserv run the Chapter 8 training courses. The cost includes a maximum of 12 people. BTC were able to sell spaces to local Town and Parish Councils which reduced the cost of the training. Therefore, the actual costs for Corserv are:

Corserv	£600.00
Income	£480.00
Corserv	£600.00
Income	£525.00
<b>Total cost of Corserv Training</b>	<b>£195.00</b>

## Training Requests

1. The lengthsman have requested a Chainsaw which is needed to facilitate the work they are doing. The cost of the chainsaw is £199. However, in order to use the chainsaw, they require training. The cost of the training is £990.00 (£495 per person). There is sufficient budget available in the Town Lengthsman, Equipment and Materials to cover the cost of the training and the additional PPE required.

### Course details

2 days of training with integrated assessment

By the end of this course, they will be able to:

- Identify the necessary personal protective equipment required, report on its condition and locate the various standard marks
- Identify required health and safety features on a chainsaw
- Prepare the chainsaw for use with the correct fuel/oil mix and chain lubrication
- Start the chainsaw from both cold and hot in a safe manner
- Carry out pre-cutting safety tests - and state the procedures if the chainsaw fails these tests
- State the possible hazards/risks when carrying out maintenance or operational tasks
- Organise site safety and state the procedures required
- Identify faults and defects on a chainsaw and decide which you can sort yourself and which will need the help of a service engineer
- Select and identify the correct tools to enable maintenance and report on their serviceability
- Carry out all routine maintenance in accordance with the manufacturer's instruction book and/or the Lantra Awards workbook
- Cross-cut timber accurately to required lengths
- Assess and explain the terms 'tension' and 'compression' in timber
- Adopt safe procedures to remove a trapped guide bar
- Handle and stack timber in a safe manner.

2. The Deputy Town Clerk has requested to undertake the Level 4 in Community Governance course which is a progression from the Certificate in Local Council Administration (CiLCA) . The course is run by the SLCC in partnership with De Montfort University and is a two year distance learning programme.

The tuition fee for new students in 2021 is £6,300 (£3,150 per year) normally paid in instalments over two years with an initial deposit of £315 (10% of the years fee) is paid at the time of registration and will be deducted from the invoice. This therefore means that a cost of £1,575 will be charged within the current financial year.

Additional costs associated with the course:

- Travel; there is a requirement to attend three study days a year, these are usually held in Swindon and Leicester and involve an overnight stay (cost of accommodation is included in the course fee's). Due to Covid-19 it is thought some of these days will be done virtually in 2021.
- Books; there is a comprehensive reading list required but students will have full access to DMU's virtual library and BTC already owns three of the required books. Some additional books may be required.

The SLCC has provided a useful document titled Community Governance An introduction for Councillors which contains further information, click link below:

<https://www.slcc.co.uk/site/wp-content/uploads/2020/07/SLCC-Community-Governance-A5-2020.pdf>

### **2021/22 Training / Courses**

A lot of the training that has been undertaken this year, does not need to be repeated next year. However, there are some courses that are outstanding. First Aid and Working at Heights are two examples.

There are three different first aid courses required dependent on the staff member. It is anticipated that this will cost in the region of £750.00.

Working at heights will be for the Facilities Manager and the Town Lengthsmen and it is anticipated this will cost in the region of £75.00.

However, this does not cover any adhoc courses for either staff or Councillors. It is therefore suggested that the budget is broken down as follows:

<b>Training / Courses</b>	
Staff	£2,000
Councillors	£1,000
Community Governance	£3,125
<b>Total budget</b>	<b>£6,125</b>

This above does not cover the eventuality of any changes in staff and it is suggested that a further £2,000 is put into the earmarked reserves to cover any unforeseen eventualities.

### **Recommendation**

It is recommended that:

- Approval is given to the Lengthman to undertake the chainsaw training
- Approval is given for the Deputy Town Clerk to undertake Community Governance Review. The Town Clerk to write a report to Full Council for a proposal for a virement of funds to cover the first half of the course fees.
- The 2021/22 Courses budget is increased £6,125.