Eastleigh Town Council

Meeting Book: Personnel Committee

Date: 04 September 2025

Location: First Floor, Cable Works
14 Annealing Close
Eastleigh
SO50 9PX

townclerk@eastleigh-tc.gov.uk

29 AUGUST 2025
PERSONNEL COMMITTEE: Cllr K O'Neill (Chair) Cllr W Irish, Cllr M Ashton, Cllr J Constable, Cllr G Richardson

Notice is hereby given that the **MEETING OF EASTLEIGH TOWN COUNCIL PERSONNEL COMMITTEE** will be held at **4:30 pm** on **THURSDAY 4 SEPTEMBER 2025** at **THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH** which you are hereby summoned for the transaction of the business specified below.

Ruth Davies
Clerk to the Council

Admission of the Public and Media
Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 and to report on the meeting in accordance with the Openness of Local Government Bodies Regulations 2014.

AGENDA

10 / 25 APOLOGIES FOR ABSENCE
To receive and approve apologies for absence.

11 / 25 REGISTER OF INTERESTS AND DISPENSATIONS
To receive any Declarations of Interest or Dispensations regarding any items the agenda.
(*Dispensation requests must be received in writing by the Clerk prior to the meeting)*

12 / 25 MINUTES OF THE LAST MEETINGS
To approve the Minutes of the meeting held on the 4 June 2025
To receive an update from the Chair on matters arising from the minutes which are not included in the agenda.

13 / 25 PUBLIC PARTICIPATION
To open the meeting to allow members of the public to make comment on matters included in the agenda.

14 / 25 TO RECEIVE AN UPDATE ON THE OFFICER TRAINING AND DEVELOPMENT SCHEDULE FOR 2025 26
To receive a verbal update from the Town Clerk on the dates planned for the Officer training

15 / 25 TO REVIEW THE POLICIES DELEGATED TO THE PERSONNEL COMMITTEE
To review for approval the following policies in this meeting:

- Training Policy
- Lone Worke
- Health and Safety - DSE

16 / 25 TO RECEIVE A HR AND H&S SUPPORT PROPOSAL

To **receive** and **review** the proposal from Peninsula HR for the provision of HR and H&S support services

To **recommend** review by Asset Committee on the 10 September for the H&S provision, should the HR services be accepted by the committee

17 / 25 DATE OF NEXT MEETING

To confirm the date of the next meeting scheduled for the 26 November and the potential of requiring an additional meeting should budget decisions be required.

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TownClerk@Eastleigh-TC.gov.uk

MINUTES OF THE PERSONNEL COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 4 JUNE 2025 AT 4:30 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

Those Present: Cllr K O'Neill (Chair), Cllr W Irish Cllr, Cllr M Ashton and Cllr G Richardson
In Attendance: Ruth Davies, Town Clerk

1 / 25 APOLOGIES FOR ABSENCE

RESOLVED: That the apologies for Cllr Constable are approved for the reasons provided to the committee.

2 / 25 REGISTER OF INTERESTS AND DISPENSATIONS

There were no interests declared for matters arising in the agenda.

3 / 25 ELECTION OF THE VICE CHAIR FOR THE COMMITTEE

RESOLVED: That Cllr W Irish is elected as Vice Chair of the Committee, nominated by Cllr Richardson and seconded by Cllr Aston.

4 / 25 MINUTES OF THE LAST MEETINGS

RESOLVED: That the Minutes of the meeting held on the 19 March are **approved** as an accurate record of the meeting.

5 / 25 PUBLIC PARTICIPATION

There were no members of the public present.

Cllr O'Neill updated the committee on the public survey for the Route 61 bus and the Town Clerk took an action to contact the parish clerks for the areas the route covers.

6 / 25 TO RECEIVE THE OFFICER TRAINING AND DEVELOPMENT SCHEDULE FOR 2025 26

6 / 25 / 1 The committee **received and noted** the agreed programme of training and professional development put in place for 25 26 for the Council Officers.

6 / 25 / 2 The committee **noted** the access to Council Hive and received a quick demonstration of the information available via the training included subscription

7 / 25 TO REVIEW THE POLICIES DELEGATED TO THE PERSONNEL COMMITTEE

7 / 25 / 1 The committee received the schedule of policies to be reviewed, where appropriate amended and approved.

7 / 25 / 2 **RESOLVED:** That the committee approved the Safeguarding, and Sickness and Absence Policies.

7 / 25 / 3 The committee reviewed the policies in relation to the Employee Handbook and agreed that the approved policies should replace the segments of the handbook going forward. And that all future personnel policies would be handled in this manner.

8 / 25 RECEIVE THE RECRUITMENT FOR THE ASSET AND OPEN SPACE OFFICER

8 / 25 / 1 The committee received and noted the recruitment pack for the Asset and Open Space Officer and the associated timeline.

8 / 225 / 2 The committee appointed Cllr O'Neill, Cllr Ashton and Cllr Richardson to the interview panel on the 15th July 2025.

Cllr O'Neill brought forward a motion to add a confidential section to the meeting for information pertinent to Personnel which had occurred the day of the meeting but required no resolution.

RESOLVED: That the committee added the agenda items.

9 / 25 CONFIDENTIAL SESSION

RESOLVED: That the committee resolved to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (current and future personnel) of the business to be transacted.

The committee received a verbal update regarding resourcing matters.

10 / 25 CONFIDENTIAL SESSION TO END

RESOLVED: That the committee invite the Press and Public back into the meeting.

11 / 25 DATE OF NEXT MEETING

That the next meeting is scheduled for the 4 September and will be held at 4:30pm.
The meeting closed at 5:15pm.

Signed as a true record of the meeting:

Chair _____

Date _____

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Eastleigh Town Council

14 / 25 TO RECEIVE AN UPDATE ON THE OFFICER TRAINING AND DEVELOPMENT SCHEDULE FOR 2025 26

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Eastleigh Town Council

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- Lone Worke To review
- Health and Safety - DSE

Training and Development Policy

Employee Handbook Section 6

Introduction

Eastleigh Town Council encourages the training and development of its Clerk, employees, and council members. The Council is committed to ensuring they are provided with the skills required to carry out their duties to the best of their abilities and are up to date with all relevant legislation.

To ensure this, a training budget is allocated each year to facilitate the attendance of relevant training and conferences throughout the year.

The Clerk will provide induction training to new members and officers and will inform the council of available training and arrange the agreed training to ensure that everyone is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

Identification of Training Needs

The Clerk is responsible for identifying their own training needs, which will be noted on the appraisal CPD (Continuing Professional Development) plan, and those of other Officers through this process. Employees are encouraged to be proactive in identifying their own training needs.

Training requirements for council members will be identified by the Clerk on behalf of the council and approved by the council prior to implementation.

Training will include formal training courses, briefings, seminars, and conferences, such as those provided by SLCC, NALC, and BALC, at both regional and national levels, as well as bespoke sessions to meet specific needs.

Training and Development Activity

All Councillors will be provided with the following upon their acceptance of office:

An information folder which includes copies of:

- Standing Orders,
- Financial Regulations,
- Code of Conduct,
- Council policies and any other relevant information,
- The NALC Good Councillor Guide.
    - Emailed updates and newsletters received by the office
    - Encouraged to attend the basic councillor training session, either run by the Clerk or external organisations
    - Circulated any other relevant training opportunities that may enhance their role.

The Chair and Vice Chair are encouraged to attend the NALC New Chairman course upon their acceptance of office.

The Clerk will arrange this through the Borough Council and BALC/NALC.

The Clerk and Officers will be:

- Provided with an employee handbook.
- Given relevant training on areas of responsibility during their 6-month probation period, provided by the Clerk or senior officer.
- Encouraged to attend all relevant SLCC and NALC training courses, including New Clerks / Officers courses.
- Provided with a contract of employment that sets out clear objectives and expectations. In the case of the Clerk, required to obtain the Certificate in Local Council Administration (CiLCA) within 12 months of employment.
- Encouraged to attend any other training relevant to the discharge of their duties, such as in IT, legal powers, finance, and planning, which is identified through regular training needs assessments.
- Encouraged to attend relevant local meetings, such as Clerks' forums and briefings. Local networking is vital.
- Reimbursed for subscriptions to relevant publications and advice services.
- Provided with all relevant publications, such as Local Council Administration by Charles Arnold Baker, for reference and use by the whole Council.
- Given regular feedback from the Clerk (or Personnel Committee, in the case of the Clerk) on performance.

Evaluation and Review of Training

All council members who attend training are expected to report back to full Council meetings verbally, providing a report on the training attended, its relevance, content, and appropriateness.

The Clerk will maintain an updated training record for all Councillors, themselves, and employees, which will be reviewed annually and monitored by the Personnel Committee.

All training materials should be retained in the council's SharePoint for future reference.

This Training and Development Policy will be reviewed annually at the Statutory Meeting of the Council in May.

LONE WORKER POLICY

Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

The Council

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Employees

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone
- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated loan working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);

- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Display Screen Equipment Self – Assessment Questionnaire PART 1

Eastleigh Town Council is committed to the Health & Safety of its employees and others, which affect its undertakings.

In the workplace Display Screen Equipment (DSE) is widely used. This may contribute to health problems if the workstation is not set up or used correctly. A risk assessment under the DSE Regulations 1992 (as amended 2002) is necessary to identify and reduce the risk of potential health problems in the form of this self-assessment questionnaire.

This questionnaire is intended for all users of DSE who have not completed a self-assessment in the past 3 years. This form should take about 10 –20 minutes to complete. Please write or tick in the appropriate boxes and write N/A if a question is not applicable.

If you have any questions or do not fully understand a particular question, please contact your manager or occupational health who will arrange to go through the questionnaire with you. Additional comments should be written in section 12.

NAME:				
JOB TITLE:				
MANAGER:				
FLEXIBLE WORKING:	YES		NO	
FLEXIBLE WORKING PATTERN:	3 OFFICE 2 HOME		3 OFFICE 1 HOME	

For Flexible Working, please answer the below questions for both home and office.

	HOME		**OFFICE**	
1) COMPUTER USE				
Estimated total time spent using Standard DSE (keyboard, mouse, and screen) each week - **HOURS**				
Do you use a laptop for any part of your job?	YES	NO	YES	NO
Estimated total time spent using a laptop each week: **HOURS**				

	HOME		**OFFICE**	
2) THE MONITOR				
Is the monitor adjustable?	YES	NO	YES	NO
Can it be tilted up and down sufficiently to meet your needs?	YES	NO	YES	NO
When seated at a comfortable keying height, is the top of the monitor approximately at eye level?	YES	NO	YES	NO

Is the monitor positioned at a comfortable viewing distance (at approximately arm's length)?	YES	NO	YES	NO

	HOME		OFFICE	
3) THE SCREEN				
Is the image flicker free?	YES	NO	YES	NO
Is the information on the screen large enough to see clearly?	YES	NO	YES	NO
Are you aware of how to adjust the brightness and contrast controls?	YES	NO	YES	NO
Is the screen free from glare or reflection that make the text difficult to read?	YES	NO	YES	NO
Do you ensure that you clean your screen regularly?	YES	NO	YES	NO

	HOME		OFFICE	
4) KEYBOARD AND MOUSE				
Are the keyboard symbols readable?	YES	NO	YES	NO
Is the mouse comfortable to use?	YES	NO	YES	NO
Do you ensure that you clean your keyboard regularly?	YES	NO	YES	NO

	HOME		OFFICE	
5) WORK DESK / SPACE AND LAYOUT				
Is there adequate space on your desktop to locate your screen, keyboard, mouse, and paperwork appropriately?	YES	NO	YES	NO
Is there space in front of your keyboard to rest your forearms when not typing?	YES	NO	YES	NO
Is there adequate legroom below the desk? e.g., from front to back and side-to-side.	YES	NO	YES	NO
Are frequently used items of equipment within easy reach on the desk without reaching, stretching, or twisting?	YES	NO	YES	NO
Are you able to adopt a different range of postures during your working day? (e.g., standing, sitting, walking)	YES	NO	YES	NO

	HOME		OFFICE	
6) WORK CHAIR				
Are you able to position your chair close enough to the desk to adopt a suitable typing position?	YES	NO	YES	NO
Does the chair have a stable five-pronged base?	YES	NO	YES	NO
Is the chair provided with castors suitable for the floor surface?	YES	NO	YES	NO
Is the seat height adjustable to achieve a comfortable seated position?	YES	NO	YES	NO
Is the backrest height and tilt adjustable to achieve a comfortable seated position?	YES	NO	YES	NO
Are you able to make height adjustments easily and safely from a seated position?	YES	NO	YES	NO
Is the chair comfortable?	YES	NO	YES	NO

When seated at a comfortable keying height are your feet flat on the floor (or on a footrest?)	YES	NO	YES	NO

	HOME		OFFICE	
7) ENVIRONMENT				
Does the general office lighting allow you to view your screen, keyboard, and paperwork clearly?	YES	NO	YES	NO
Where necessary have adequate window blinds been provided?	YES	NO	YES	NO
Do you consider the equipment in your office to be quiet enough for you to work and conduct a normal conversation without distraction?	YES	NO	YES	NO
Is the heating and ventilation adequate to prevent discomfort from excess heat/cold and draughts?	YES	NO	YES	NO
Is the office environment adequate to avoid discomfort from dry eyes?	YES	NO	YES	NO

	HOME		OFFICE	
8) SOFTWARE				
Is the software provided suitable for the job you do?	YES	NO	YES	NO
Do you feel you have received adequate training in the IT skills necessary to do your job?	YES	NO	YES	NO
Does the software avoid unnecessary keystrokes and / or repetitive mouse work?	YES	NO	YES	NO

	HOME		OFFICE	
9) WORKSTATION AND EMPLOYMENT HEALTH & SAFETY TRAINING				
Have you set up your workstation to ensure a safe ergonomic environment?	YES	NO	YES	NO
Are you aware that your Manager and Occupational Health Department should be informed of any problems with your workstation and equipment or if you suffer any pain and discomfort related to the use of your computer?	YES	NO	YES	NO

	HOME		OFFICE	
10) VISION SCREENING				
Are you aware of the EASTLEIGH TOWN COUNCIL policy for 2 - Yearly eyesight screening and have you used this as per EASTLEIGH TOWN COUNCIL Eyecare Policy	YES	NO	YES	NO
Do you take a visual break from your screen every 20 minutes? (It is important to exercise your eye muscles during your working day to prevent visual fatigue)	YES	NO	YES	NO

	HOME		OFFICE	
11) WELL-BEING (If you answer "no" to any of the following questions please use the space below (and overleaf if required) to add any comments to clarify)				
Are you able to organise your work /workstation so as to reduce day-to-day stress to an acceptable level?	YES	NO	YES	NO
Do you have any other special health requirements you need to discuss? Please list below/overleaf	YES	NO	YES	NO

ADDITIONAL COMMENTS – Additional Questions Overleaf

Please sign the declaration and return the complete questionnaire to your line manager.

I understand that it is my responsibility to report any symptoms arising as a result of working with DSE to my Manager.

I understand that completion of this questionnaire is necessary in this employment and will form part of my management health record.

I declare that the information I have given is, to the best of my knowledge and belief, true and complete.

Employee's Signature:		Date:	
Manager's Signature:		Date:	

IF YOU HAVE HIGHLIGHTED ANY ISSUES PLEASE CONTINUE BELOW

If you would rather book a confidential 1 to 1 please contact your line manager.

When did the problem begin?	
What part of body is affected?	
Can you describe symptoms?	
Is this a recurring problem?	
Have you seen GP? What advice was given?	
Are you undergoing any other treatment?	

Other Relevant information	
Hobbies or Pursuits?	
Have you made any adjustments to correct your workstation set-up?	

Please be aware that an Occupational Health Assessment may be required for further evidence in order to assist you further. You may be asked to provide photos of your set-up. These should be taken with you in a seated, typing position from a side view – as near full length as possible and just as you normally work.

Display Screen Equipment Self Re- Assessment Questionnaire PART 2

This questionnaire is intended for all users of Display Screen Equipment (DSE) who have moved desk location to record any significant changes to your work area or equipment. If you experience any problems in completing the questionnaire, please contact your line manager.

Should the checklist results indicate a significant change in risk, please discuss it with your manager in the first instance and if you cannot resolve please contact occupational health as above.

NAME:				
JOB TITLE:				
MANAGER:				
FLEXIBLE WORKING:	YES		NO	
FLEXIBLE WORKING PATTERN:	3 OFFICE 2 HOME		3 OFFICE 1 HOME	

Has any of the following changed?	**YES**	**NO**	**COMMENTS**
1. Computer / Computer usage?			
2. Monitor Size or Position?			
3. Keyboard and Mouse?			
4. Work desk & Layout?			
5. Work Chair?			
6. Lighting level?			
7. Glare / Reflection?			
8. Noise Level?			
9. Heating & Ventilation?			
10. Software?			
11.Working Hours?			
12 Job Responsibilities/Location?			
13 Special needs (health, disability, pregnancy)?			
Please note any other issues you wish to raise concerning any changes:			

I understand that it is my responsibility to report any symptoms arising as a result of working with DSE to my Manager and Occupational Health Department.

I understand that completion of this questionnaire is necessary in this employment and will form part of my management health record.

I declare that the information I have given is, to the best of my knowledge and belief, true and complete.

Employee's Signature:		Date:	
Manager's Signature:		Date:	

Eastleigh Town Council – Eye Test for Display Screen Users PART 3

The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) stipulates that employers must arrange an eye test for display screen equipment (DSE) users if they ask for one and provide glasses if an employee needs them **only for DSE use**.

DSE work does not cause permanent damage to eyes. But long spells of DSE work can lead to:

- tired eyes
- discomfort
- temporary short-sightedness
- headaches

DSE work is visually demanding, so it can make someone aware of eyesight problems they have not noticed before (including changes in eyesight that happen with age).
Employees can help their eyes by:

- checking the screen is well positioned and properly adjusted
- making sure lighting conditions are suitable
- taking regular breaks from screen work

The council required to assess DSE workstations **(See PART 1)** and take steps to reduce any health risks.

Eye tests for DSE users

Eastleigh Town Council will provide an eyesight test for a DSE user if they request one and **pay up to £30 or the prevailing rate**. It is the council's preference that the DSE user arranges their own test and reclaims the cost on expenses with a receipt.

This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

Glasses for DSE work

The council will only pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses. **The total value of contribution towards the cost of glasses specific to the DSE use is £75.**

Eastleigh Town Council

16 / 25 TO RECEIVE A HR AND H&S SUPPORT PROPOSAL

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To recommend review by Asset Committee on the 10 September for the H&S provision, should the HR services be accepted by the committee

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Eastleigh Town Council

17 / 25 DATE OF NEXT MEETING

To confirm the date of the next meeting scheduled for the 26 November and the potential of requiring an additional meeting should budget decisions be required.