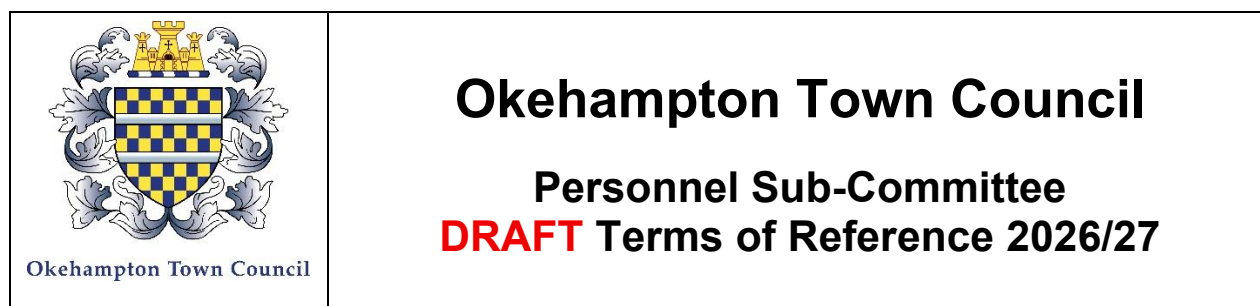


**Okehampton Town Council
Policy and Resources Committee 13th April 2026
Meeting Report**

Date:	7 th April 2026
Name:	Emma James

7. Policies and Documents

7.2 Personnel Sub-Committee Terms of Reference – To consider the ToR for the 2026/27 Mayoral Year and make recommendation to Full Council for consideration at the next appropriate meeting



The Personnel Sub-Committee is a sub-committee of Okehampton Town Council's ('the Council') Policy & Resources Committee (P&R).

Membership

The core constitution of the Personnel Sub-Committee shall be the Mayor, and the Chair of each of the Council's Committees.

The Chairman of the Committee shall be chosen from the Members serving on the Committee, excluding the Mayor. Attendance at meetings of the Sub-Committee will be strictly limited to those Members serving on the Committee.

Any Members who are related to a member of staff must leave if confidential matters relating to any employee are to be considered'.

In accordance with Standing Order 19d, in the event that the Mayor and Chairman of the P&R Committee are related* to each other and/or the Chairman of the Personnel Sub-Committee the following will apply:

- i) In the event that the Mayor and Chairman of Policy & Resources Committee are related, the Clerk's Line Managers will be the Mayor and Vice- Chairman of Policy & Resources Committee. The Vice-Chairman of Policy & Resources Committee will take the place of the Chairman on the Personnel Sub-Committee.
- ii) In the event that two Committee Chairmen are related, only one will be a member of the Personnel Sub-Committee, being the Chairman of Policy & Resources Committee if relevant, or as agreed by Full Council, the other being replaced by the relevant Committee Vice-Chairman.

* In this instance 'related' means – spouse, civil partner, parent, child, brother or sister.

Purpose

This committee is appointed to make recommendations about staffing matters to the P&R Committee, for ratification by either that Committee or the Full Council, as set out in the Terms of Reference of the P&R Committee, and may make resolutions as set out in relevant staffing related policies.

Responsibilities

1. To oversee the recruitment and appointment of staff and make recommendation of appointment to the P&R Committee apart from that of the Town Clerk for which the P&R Committee should make recommendation to full Council.
2. To arrange new employment contracts and changes to contracts.
3. To oversee any process which could lead to the dismissal of staff (including redundancy)
4. To consider any appeal against a decision in respect of pay and make recommendation to the P&R Committee.
5. To consider any process, including appeal from a member of staff regarding a grievance or disciplinary matter and make resolutions in accordance with the relevant policies
6. To supervise and performance manage the Clerk's work, and handle grievance and disciplinary matters, and pay disputes arising from the Clerk in accordance with relevant policies.

Reporting

The Committee shall report to meetings of the P&R Committee as and when necessary.

9. Staff Training – To consider a report in relation to asbestos inspection training

In the autumn of 2025, the Property Committee requested that consideration be given to training a member of staff to undertake the annual asbestos inspection, to update the asbestos management plan and asbestos register.

Annual asbestos inspections, often called re-inspections, must be conducted by competent, independent professionals with specialised training to ensure accuracy and regulatory compliance. The HSE strongly recommends using inspectors accredited by the United Kingdom Accreditation Service (UKAS) to ISO 17020 for inspection and surveying. [[1](#), [2](#), [3](#)]

Who Can Perform Inspections:

- UKAS Accredited Surveyors: Independent professionals holding certifications like the Royal Society for Public Health (RSPH) Level 3 Award in Asbestos Surveying or the P402 qualification.
- Specialist Asbestos Consultants/Companies: Specialized firms that manage and survey asbestos-containing materials (ACMs).
- Qualified Maintenance/Estates Managers: In certain cases, an internal person with specific training, skills, and knowledge can conduct inspections, provided they are competent to do so under the "duty to manage" regulations. [[1](#), [2](#), [3](#), [4](#), [5](#)]

Key Requirements:

- UKAS Accreditation: Using a UKAS-accredited surveyor is the best way to demonstrate competence and ensure compliance with HSE regulations.
- Re-inspection Purpose: These annual checks are essential for identifying the condition of known ACMs, determining if they have deteriorated, and checking for damage or exposure.
- Duty Holder Responsibility: The duty holder (owner, landlord, or managing agent) is responsible for ensuring the inspection is done, particularly in non-domestic premises. [[1](#), [2](#), [3](#), [4](#), [5](#), [6](#)]

The P402 qualification – Surveyor Training and Sampling Course is generally a 3 day course - 2 days in-person training incorporating exam practice and a practical assessment, the 3rd day consists of 2 virtual exams. <https://www.natas.co.uk/product/3-day-bohs-p402-course/>

The cost of this course is approximately £1,000 plus travel and expenses.

Recommendation

The combined costs of accreditation, training, ongoing professional development, and the additional time required along with the need to prepare formal inspection reports, are likely to exceed the cost of outsourcing the annual asbestos re-inspection.

Furthermore, a staff member who conducts only one inspection per year may not achieve or maintain the level of expertise and professional judgment exercised by accredited inspectors who carry out such work regularly. This would result in an increased level of risk to the council.

Therefore, it is recommended that the annual asbestos inspection continues to be outsourced to a suitably qualified, UKAS-accredited professional.