



My Ref: FOI/6654
Enquiries to: Information Requests
E-Mail: informationrequests@barnsley.gov.uk

Dear Requester,

Re: Request for Information – Freedom of Information Act 2000

I wish to confirm that the council has completed its search for the information which you requested.

The information requested and our findings are as follows: -

- 1. Job profile of the person on site in charge of the individual recycling centres whether supervisor or manager**
- 2. The procedure to be followed if the ANPR there indicates the vehicle passing the camera has a trailer licence**
- 3. I believe a monitor is used if that is so how many monitors are there on site and are they accountable to individual staff**
- 4. What policy or instructions do you have regarding wearing of helmets and body camera by staff**
- 5. What instructions do staff have about completing a disclaimer on site**

Response:

1. HW Martin do not hold job profiles for a specific person on site as described in the request.
2. If the vehicle has the trailer with it when attending the site, then a visit is taken off the total number of available visits. If there is no trailer, a deduction is not made.
3. HW Martin do not use a monitor as such. There is one tablet on site that is used for the permit system which can be utilised by any member of staff and not specifically one individual.
4. HW Martin have informed us that the site is not a nominated hard hat site but there are some tasks where a hard hat must be worn i.e. entering the machine area. Otherwise, the choice is down to the individual whether they wear a hard hat or not. In response to the query relating to Body camera (Body Worn video ['BWV']) HW Martin can confirm that they do issue instructions to staff regarding the use of these. To summarise the instructions: the instruction is that the BWV can be switched on if there is a difficult situation or the member of staff believes there is a potential conflict arising.

The person being recorded is to be given a warning that the BWV is being switched on and they will be recorded.

5. HW Martin have confirmed that in accordance with our contractual obligation, if staff member suspects that someone has brought trade waste onto site or that it is flagged up that a person has had multiple visits to the sites, a trade waste disclaimer must be completed by the site staff. The staff are required to verify proof of address.

If you have any queries about this letter, please contact Information Requests Via email.

Please remember to quote the reference number above in any future communications.

If you are unhappy with the way the Directorate has handled your request, you may ask for an internal review. Please clearly mark your correspondence 'Complaint' and address it to:

Barnsley MBC
Information Requests Team
PO Box 634
Barnsley
S70 9GG
email: informationrequests@barnsley.gov.uk

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Customer Services Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email: <http://www.ico.org.uk/foicomplaints>

Kind regards,

Information Requests Team, Barnsley MBC

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