

**Correspondence File 1**

**Events SC**

**19 July 2021**

Thank you for your e-mail clarifying the application of HERS requirements to current projects.

For the purposes of good practice could you detail the minimum documentation that I need to have evidence of when issuing a contract.

Our contractor for the Prom lights has registered with HERS and is now listed but does not carry all the credentials for a 'green tick'. I note from my research that there are several stages to achieving green tick status. Is the initial registration enough? and if not, at what stage is the Council safe to award a contract?

Thank you for your help in this matter.  
I look forward to hearing from you.

Kind regards  
Lorraine

Lorraine Whalley  
Deputy Clerk/Dirprwy Clerc  
Cyngor Tref Abergele Town Council  
Llanddulas Road  
Abergele LL22 7BT  
01745 833242

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Mae'r neges e-bost hon ac unrhyw ymgysylltiadau yn gyfrinachol, ac wedi eu bwriadu ar gyfer yr un sy'n cael ei h/enwi yn unig. Gallent gynnwys gwybodaeth freintiedig. Ar gyfer yr amodau llawn ynglŷn â chynnwys a defnyddio'r neges e-bost hon ac unrhyw atodiadau, gweler [www.conwy.gov.uk/eboost\\_ymwadiad](http://www.conwy.gov.uk/eboost_ymwadiad)

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## RE: HERS registration

Richard Cochran <richard.cochran@conwy.gov.uk>

Fri 21/05/2021 17:25

To: ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

Cc: Len Jackson <Len.Jackson@conwy.gov.uk>; ATC Clerk <clerk@abergele-towncouncil.co.uk>

Hi Lorraine,

I hope you are well.

In the first instance, the contractor should supply a copy of their HERS accreditation certificate, and copies of their employees competency cards and associated portfolio.

Accredited companies are issued a certificate of accreditation from the overseeing organisation.

As you have noted, the HERS contractor list on their website is a "realtime" method of vetting the accreditation. There are many circumstances that would result in the contractor status changing from green, to amber or red. This can often be as a result of an action on the organisation, e.g expired documentation or outstanding corrective actions.

Clients are fully within their right to query/challenge the contractors realtime status. I am more than happy to offer assistance to town council groups, with vetting and checking contractors. We can arrange a virtual meeting to discuss further.

Kind Regards,

**Richard Cochran MEng MILP MIET**

Rheolwr Goleuadau Stryd / Street Lighting Manager

AFfC - Amgylchedd, Ffyrdd a Chyfleusterau / ERF - Environment, Roads and Facilities

Cyngor Bwrdeistref Sirol CONWY County Borough Council

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*Rydym yn croesawu gohebiaeth yn Gymraeg. Byddwn yn ymateb i unrhyw ohebiaeth yn Gymraeg ac ni fydd hyn yn arwain at unrhyw oedi.*

*We welcome correspondence in Welsh. We will respond to any correspondence in Welsh which will not lead to a delay.*

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**From:** ATC Deputy Clerk <deputyclerk@abergele-towncouncil.co.uk>

**Sent:** 20 May 2021 10:17

**To:** Richard Cochran <richard.cochran@conwy.gov.uk>

**Cc:** Len Jackson <Len.Jackson@conwy.gov.uk>; ATC Clerk <clerk@abergele-towncouncil.co.uk>

**Subject:** HERS registration

Good morning Richard

CFI page: 2

Gosod / Tynnu Dulliau Rheoli Traffig ar Briffyrdd	Cynllun Sector Lantra 12D <u>Neu</u> SWQR – Gweithredwr Hyfforddedig <u>Neu</u> SWQR – Arwyddo a Gwarchod
Offer Llaw ac Offer Pŵer	HESA 2014 – Offer penodol <u>Neu</u> City & Guilds – Trydanol / NVQ Electrodechnegol (Rhan 1/Rhan 2, 2357 Lefel 2/3, 2365 Lefel 2/3)
Gweithio ar uchder gan ddefnyddio llwyfan codi symudol	Trwydded Gweithredwr MEWP - IPAF 1B <u>Neu</u> Trwydded Gweithredwr MEWP – Cerbyd Sefydlog (drysud) NPORS
Gweithio ar uchder gan ddefnyddio ysgol	Defnyddiwr / Arolygwr y Gymdeithas Ysgolion <u>Neu</u> Hyfforddiant amgen a gydnabyddir ar gyfer defnyddwyr ysgolion
Gweithio ar uchder gan ddefnyddio Llwyfan Sgaffald Symudol	PASMA
Diogelwch Gweledol, Optig a Thrydanol	HESA706 – Archwilio Gweledol, Optig a Thrydanol <u>Neu</u> City & Guilds 2391/2392 a City & Guilds 2382-18
Rhyngweithio Diogel ac Ynysu Diogel ar gyfer Offer Trydanol Priffyrdd	HESA214 – Ynysu Diogel <u>Neu</u> City & Guilds – Trydanol / NVQ Electrodechnegol (Rhan 1 a Rhan 2, 2357 Lefel 2 a 3 neu 2365 Lefel 2 a 3)
Awdurdodiad i weithio wrth ymyl offer Gweithredwr Rhwydwaith Dosbarthu (DNO)	HESA210 - G39 <u>Neu</u> Scottish Power OP-03 ERG39
Gwneud Diagnosis ac Atgyweirio offer trydanol diffygiol	Mae awdurdodiad yn ofynnol i agor caeadau Colofnau Golau NVQ Trydanol Priffyrdd Lefel 3 <u>Neu</u> City & Guilds – Trydanol / NVQ Electrodechnegol (Rhan 1 a Rhan 2, 2357 Lefel 2 a 3 neu 2365 Lefel 2 a 3)
Gosod / Tynnu offer trydanol	NVQ Trydanol Priffyrdd Lefel 3 <u>Neu</u> City & Guilds – Trydanol / NVQ Electrodechnegol (Rhan 1 a Rhan 2, 2357 Lefel 2 a 3 neu 2365 Lefel 2 a 3)
Gwirio a Phrofi Dechreuol – ardystio offer	HESA714 <u>Neu</u> City & Guilds 2391/2392

Os oes angen unrhyw gymorth arnoch, mae croeso i chi gysylltu â'r adran Goleuadau Stryd am arweiniad pellach.



Dear All,

Please see below revised interim advice note :-

Festive/Decorative Lighting - Interim Advice Note – Highway Electrical Registration Scheme 23/06/21

Following a recent Cabinet meeting, it was decided to extend the implementation period until 31<sup>st</sup> January 2022.

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Please see below updated interim advice/guidance for the town councils regarding the requirement for HERS accreditation for all festive/decorative lighting works:-

- For short duration project contracts and one off commissions, that are due to be awarded imminently, the requirement for HERS accreditation will be relaxed on this occasion. All future contract specifications after 31<sup>st</sup> January 2022 must specify the requirement for HERS accreditation, as per the Council's Festive Lighting policy.
- For long duration framework contracts, that are due to be awarded imminently, the contract specification must be revised before award, to include the requirement for HERS accreditation, with an implementation date of the 31<sup>st</sup> January 2022.
- For any live/active long duration framework/seasonal contracts, the contractor must demonstrate HERS accreditation by the 31<sup>st</sup> January 2022. Proof of HERS accreditation will be required as supporting evidence from town councils, to formalise the Christmas festive lighting applications.

During this extension period, the employing organisation must ensure contractor competency is checked and verified. Please see table below for guidance on the required competency training for works on the highway.

Competency Element	Training Module (Knowledge)
Health and Safety	Emergency First Aid at work
	Manual Handling
Installing/Removing Traffic Management on the highway	Lantra Sector Scheme 12D Or SWQR – Operative Trained Or SWQR – Signing and Guarding
Hand Tools and Power Tools	HESA 204 - Equipment specific Or City & Guilds – Electrical/Electrotechnical NVQ (Part1/Part2, 2357 Level2/3, 2365 Level 2/3)
Working at height using a MEWP/Cherry Picker	MEWP Operator Licence – IPAF 1B Or MEWP Operator Licence – NPORS Vehicle Mounted(Static)
Working at height using a Ladder	Ladder Association User/Inspector Or Alternative recognised ladder user training
Working at height using a Mobile Scaffold Platform	PASMA
Visual, Optical & Electrical safety	HESA706 - Visual, Optical and Electrical Inspection Or City & Guilds 2391/2392 <b>and</b> City & Guilds 2382-18
Safe Interaction and Safe Isolation of Highway Electrical Equipment	HESA214 - Safe Isolation Or City & Guilds – Electrical/Electrotechnical NVQ (Part1&Part2, 2357 Level2&3 or 2365 Level 2&3)
Authorisation to work in the vicinity of DNO equipment	HESA210 - G39 Or Scottish Power OP-03 ERG39  Authorisation is required to open Lighting Column enclosures
Diagnose and Repair faulty electrical equipment	NVQ Highway Electrical Level 3 Or City & Guilds – Electrical/Electrotechnical NVQ (Part1&Part2, 2357 Level2&3 or 2365 Level 2&3)
Installing/Removing electrical equipment	NVQ Highway Electrical Level 3 Or City & Guilds – Electrical/Electrotechnical NVQ (Part1&Part2, 2357 Level2&3 or 2365 Level 2&3)
Initial Verification and Testing - Certifying equipment	HESA714 Or City & Guilds 2391/2392

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Should you require any assistance, please do not hesitate to contact the Street Lighting section for further guidance.

# Abergele Town Council

## Christmas Lighting 2021 - Description of Work

The Town Council's Christmas motifs and tree lights are stored at the Hearse House, Abergele Cemetery LL22 8DH. They will need to be collected from and returned to the store each season

### **A. Lamp Column Motifs:**

To check, certify and securely fit 54 lamp column motifs at notified locations, including electrical connections and test.

Abergele - Market St; Llanddulas Rd; Chapel St; Bridge St; Water St (ref map 'Abergele Central')

Pensarn – Marine Rd, Roundabout (ref map 'Abergele Pensarn')

### **B. Christmas Trees:**

1. To check, certify and fit existing low voltage lights to seven Christmas trees, replacing failed bulbs where necessary, including electrical connections via transformers, secure to tree and test for operation.

Abergele – Sea Road, Threeways, Llanfair Rd (ref map Abergele Xmas trees (1))

Pensarn – Belgrano, Marine Rd roundabout

Bodtegwel, St George (Kinmel Arms) (ref Map Abergele xmas trees (2))

### **C. General:**

1. To switch on the decorative lighting motifs, for display from Wednesday 1<sup>st</sup> December 2021
2. To switch on the Christmas tree lights, dates as above.
3. To carry out a weekly inspection of all Christmas lighting and rectify faults within 2 days.
4. To provide a 24 hour emergency call out service.
5. To react to any maintenance calls and rectify faults within 2 days.
6. To switch off the decorative lighting strings/motifs on Wednesday 5th January, 2022
7. To switch off the Christmas tree lights, dates as above.
8. To disconnect, remove and return to store all motifs within 2 weeks of switching off date.
9. To disconnect, remove and return to store the decorative lights and transformers for the Christmas trees within 2 weeks of switching off date.

### **D. Assurance**

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1. To provide Abergele Town Council with copies of all relevant paperwork to confirm that the contractor has insurance, copies of the relevant risk assessments
2. Confirmation that the Company is NICEIC approved

## CONWY COUNTY BOROUGH COUNCIL

### CONDITIONS FOR THE INSTALLATION OF FESTIVE OR DECORATIVE ILLUMINATIONS IN OR ABOVE THE HIGHWAY

1. A written application, complete with detailed plans must be submitted to and approved by the County Council Highway Authority, before installation work can commence. A new application must be submitted each year.
2. All installations must comply with the requirements of the current edition of the "Code of Practice for the Safe Use of Laser Systems, Festival or Other Entertainment Lighting Equipment in Public Places" 1995 as published by the Institution of Lighting Engineers.
3. Certificates of insurance indemnifying the County Council against third party claims related to the installation, removal or operation of the decoration and any damage to Council property shall be submitted prior to installation.

The limit of cover shall be no less than £3 million for each and every claim.

A copy of the insurance certificate should be forwarded to the Highway Authority at the same time as permission is requested to erect the decorations.

4. Decorations which contain flashing red, yellow or green lamps should not be installed within the visual area of traffic lights or pelican crossing.
5. Equipment must be erected and removed within periods to be agreed with the Highway Authority before the lighting erection works commence.
6. Any damage caused to Highway Authority property by the installation or operation of the decoration will be repaired by the Highway Authority and an account rendered to the installer or operator. Alterations to existing equipment is not permitted without written permission from the County Council Highway Authority.
7. The owner of the equipment must at his own expense, maintain the equipment in good repair during installation, operation and until the equipment is removed.
8. The owner of the equipment must remove his equipment, at his own expense, immediately, if requested to do so by the Highway Authority.
9. The Highway Authority has the right to disconnect and remove any or all equipment which in its opinion is unsafe or dangerous to the general public. The cost of this work is rechargeable to the equipment owner.



10. The installer and/or operator must ensure that all installation and maintenance works are carried out in a safe manner. Where catenary wires and/or spans are to be installed over the highway then the installer should consult with the County Council as Highway Authority, regarding the method and time of installation.
11. All equipment mounted at or below 2.5 metres above ground level must be supplied at a maximum of 110 volts through a centre tapped transformer with maximum voltage to earth of 55 volts and should incorporate a residual current circuit breaker with a 30mA rating.
12. Separate sub-circuit arrangements must be made for the permanent equipment and individual elements of the temporary installation.
13. All electrical installations shall upon installation be tested in accordance with current I.E.E Wiring Regulations and all other appropriate legislation, upon installation and on an annual basis thereafter if left in place. All Testing Certificates must be submitted to the Highway Authority, within 14 days of testing.
14. Contractors working on the Highway must be HERS registered. All person(s) working on the Highway must hold and present a valid ECS HERS Highway Electrician competency card.
15. All connectors, couplings and terminators must be weather proof, lockable and in compliance with the I.E.E Wiring Regulations (BS7671) Plugs and sockets to BS4363 I.P. 67 rating should be used wherever possible.
16. No decoration or suspension systems or any part thereof should be less than 5.7 metres above the highway.
17. Loads on catenary cables and fixings shall not exceed the certified Safe Working Loads of each individual site.

All catenary cables and fixings must be tested and inspected upon installation and thereafter on an annual basis. All Test Certificate must be submitted to the County Council as Highway Authority within 14 days of installation.

## Detailed Income &amp; Expenditure by Account 31/07/2021

Month No: 4

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Expenditure Detail</u></b>							
4087 Events	199	390	5,000	4,610	25	4,585	8.3%
<b>Total Overhead</b>	<b>199</b>	<b>390</b>	<b>5,000</b>	<b>4,610</b>	<b>25</b>	<b>4,585</b>	<b>8.3%</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
<b>Total Expenditure</b>	<b>199</b>	<b>390</b>	<b>5,000</b>	<b>4,610</b>	<b>25</b>	<b>4,585</b>	<b>8.3%</b>
<b>Net Income over Expenditure</b>	<b>(199)</b>	<b>(390)</b>	<b>(5,000)</b>	<b>(4,610)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(199)</b>	<b>(390)</b>					

less £1000 Remembrance

## Detailed Income &amp; Expenditure by Account 31/07/2021

Month No: 4

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Expenditure Detail</u></b>							
4202 Timers & Basic Infrastructure	0	0	4,150	4,150		4,150	0.0%
4204 Purchase of Trees	3,895	0	5,000	5,000		5,000	0.0%
4205 New Tree Lights	0	0	1,500	1,500	335	1,165	22.3%
4206 Infrastructure Work(Trees)	459	0	500	500		500	0.0%
4207 Installation	6,898	0	10,000	10,000		10,000	0.0%
4208 Electricity	691	0	700	700		700	0.0%
4209 Barrier Hire	60	(60)	0	60		60	0.0%
4211 Donations/Contributions	500	750	500	(250)		(250)	150.0%
4212 Signs,Tags & Engraving	54	0	100	100		100	0.0%
4213 Competition Prizes	0	0	50	50		50	0.0%
4215 Hire of Motifs	7,180	0	0	0		0	0.0%
<b>Total Overhead</b>	<b>19,738</b>	<b>690</b>	<b>22,500</b>	<b>21,810</b>	<b>335</b>	<b>21,475</b>	<b>4.6%</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
<b>Total Expenditure</b>	<b>19,738</b>	<b>690</b>	<b>22,500</b>	<b>21,810</b>	<b>335</b>	<b>21,475</b>	<b>4.6%</b>
<b>Net Income over Expenditure</b>	<b>(19,738)</b>	<b>(690)</b>	<b>(22,500)</b>	<b>(21,810)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(19,738)</b>	<b>(690)</b>					