

Committee: Open Spaces

Date: 4 April 2023

Title: Open Spaces Staff Uniform

Purpose of Report

To advise members on a potential staff uniform

Recommendation:

1. Members resolve to delegate authority to officers to:
 - a. Purchase new uniforms for the grounds team that carry the town council logo and name
 - b. Investigate and purchase decals that can be applied to the town council owned equipment where considered appropriate.

Background:




2. At present open spaces staff don't have a formal uniform, work trousers and hi-visibility jackets among of wash of varying personal items of clothing to keep warm and dry and warn and we appear to be a bit of a mix match when working
3. Open Spaces Staff are often the face of the town council representing the council and interacting with members of the public in various capacities, daily. Wearing a uniform can have numerous benefits for council staff and the community we serve:
4. **Professionalism:** Wearing a uniform will give open spaces staff a professional appearance, which helps to build trust with the public. When council staff wear a uniform, it communicates that they are official representatives of the council, and it provides a sense of authority that can help us to carry out their duties effectively. A uniform will also give staff a sense of belonging to a team, which can foster a sense of pride and motivation.
5. **Identification:** Council staff interact with the public in a range of situations, and it is important for members of the public to be able to identify them quickly and easily. By wearing a uniform, council staff are instantly recognisable, making it easier for members of the public to approach them and seek assistance or information.
6. **Brand identity:** A uniform can also contribute to the branding of the council. By wearing a uniform that features the council's logo, council staff become walking advertisements for the council. This can help to build awareness and recognition of the council in the community, which can ultimately lead to increased engagement and participation in council activities and initiatives.

Report:

7. The fundamental parts of a uniform that will keep us looking smart and help to practically keep us comfortable in all weathers include a cotton t-shirt a fleece and a waterproof coat

Uniform breakdown

8. The items have been identified through experience that staff have had with the products and the number of items per person are suggested in the table below, these numbers will allow staff to ensure they are always clean and presentable year round

Item	Photo	Number per person
Portwest Argyll Heavy Fleece Jacket F400		2
Fruit of the Loom 100% Cotton Heavy T-shirt SS008		3
Blaklader 4790 Shell Jacket - Waterproof, Windproof (Dark Navy/Black)		1

Branding

9. In terms of logos and branding the town council logo as the image below would appear on the front left breast of the uniform, and the text town council will appear on the back of each garment. This will allow people to see who is carrying out the works from behind and at distance



Costing

10. Three quotes have been sought which include all the items, printing and embroidering and delivery ex VAT the individual quotes can be found in the Appendix and quotes were requested
11. For printing front logo and back text for;
 - 9 x Fruit of the Loom 100% Cotton Heavy T-shirt SS008
 - 3 x Blaklader 4790 Shell Jacket - Waterproof, Windproof (Dark Navy/Black)
12. The embroidering of front logo and back text for;
 - 6 x Portwest Argyll Heavy Fleece Jacket F400

The quotes received are highlighted in the table below:

Company	Quote
TUFF Shop	£499.15
Workwear express	£695.83
Best workwear	£498.43

Best quote	£498.43
Current staff uniform budget	£780.00
Remaining budget after purchase	£281.57

13. In addition to the proposed purchase of the uniforms, it is also felt that the equipment that is used by the outdoor team should also carry identification that it is the Town Councils.
14. With this in mind it is intended to seek prices for decals to be purchased in the 2023-2024 financial year that can be applied to the council equipment. These will again feature the council logo as illustrated earlier in the report and will vary in size according to the equipment that they are being applied to.
15. Tests have been carried out to “Stencil” the council name on the new bins but this did not create the look that it was felt reflected the professionalism of the team.

16. Members resolve to delegate authority to officers to:
 - a. Purchase new uniforms for the grounds team that carry the town council logo and name
 - b. Investigate and purchase decals that can be applied to the town council owned equipment where considered appropriate.

Jake Taylor
Countryside Manager
April 2023




Appendix A Tuff Shop Quote

tuffshop.co.uk/checkout/cart/

Embroidery Printing Gift Cards Sale 0113 288 7713 sales@tuffshop.co.uk Contact Us Trade Account MY CART 15

BRANDS MEN'S WORKWEAR WOMEN'S FOOTWEAR PPE & SAFETY EQUIPMENT KIDS

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ITEM	PRICE	QTY	SUBTOTAL
 <p>BLAKLADER 4790 SHELL JACKET - WATERPROOF, WINDPROOF (BLACK/RED) SIZE:L STITCH OPTIONS:NO EMBROIDERY REQUIRED PRINT OPTIONS:MULTI COLOUR - SMALL LEFT BREAST & LARGE REAR</p>	<p>£108.82 Excl. Tax: £90.68</p>	<p>- 3 +</p>	<p>£326.46 Excl. Tax: £272.05</p>
 <p>FRUIT OF THE LOOM 100% COTTON HEAVY TSHIRT SS008 SIZE:LARGE COLOUR:NAVY STITCH OPTIONS:NO EMBROIDERY REQUIRED PRINT OPTIONS:SINGLE COLOUR - SMALL LEFT BREAST & LARGE REAR</p>	<p>£12.98 Excl. Tax: £10.82</p>	<p>- 6 +</p>	<p>£77.88 Excl. Tax: £64.90</p>
 <p>PORTWEST ARGYLL HEAVY FLEECE JACKET F400 COLOUR:NAVY SIZE:LARGE STITCH OPTIONS: EMBROIDER LEFT BREAST AND EMBROIDER REAR LARGE</p>	<p>£32.44 Excl. Tax: £27.03</p>	<p>- 6 +</p>	<p>£194.64 Excl. Tax: £162.20</p>

SUMMARY

ESTIMATE SHIPPING AND TAX +

Subtotal (Excl. Tax) £499.15
 Subtotal (Incl. Tax) £598.98
 Shipping (Delivery - FREE Delivery) £0.00
 Tax £99.83
 VAT (20%) £99.83

ORDER TOTAL
£598.98

APPLY DISCOUNT CODE +

PROCEED TO CHECKOUT

CONTINUE SHOPPING CLEAR SHOPPING CART UPDATE SHOPPING CART

Appendix B – Workwear express quote

VAT Reference: GB 722 1127 83

<u>Code</u>	<u>Description</u>	<u>Qty</u>	<u>Net Unit</u>	<u>Total</u>
APPLICATION-LE	LOGO APPLICATION COST LARGE EMBROIDERY	6	£8.95	£53.70
APPLICATION-SE	LOGO APPLICATION COST SMALL EMBROIDERY	6	£5.50	£33.00
APPLICATION-SET	LOGO APPLICATION COST SET UP	1	£8.95	£8.95
APPLICATION-TA	LOGO APPLICATION COST TRANSFER APPLICATION	24	£4.50	£108.00
CUSTOM_GENERAL	PRODUCTION INSTRUCTIONS DTF - Logo 1-Position - Left Breast DTF - Logo 1-Details - New-Artwork Department DTF - Logo 1-Notes - LB001 ILMINSTER TOWN COUNCIL DTF - Logo 2-Position - Big Back DTF - Logo 2-Details - New-Artwork Department DTF - Logo 2-Notes - BB001 OPEN SPACES	1	£0.00	£0.00
479019779900L	BLKD-4790 Blaklader Shell Jacket / Black / L	3	£102.52	£307.56
SS008BLACL	SS008 Fruit of the Loom FOTL Heavy Cotton Tee Black / L	9	£4.54	£40.86
CUSTOM_GENERAL	PRODUCTION INSTRUCTIONS Embroidery - Logo 1-Position - Left Breast Embroidery - Logo 1-Details - New-Art Department Embroidery - Logo 1-Notes - 001 ILMINSTER TOWN COUNCIL Embroidery - Logo 2-Position - Big Back Embroidery - Logo 2-Details - New-Art Department Embroidery - Logo 2-Notes - 002 OPEN SPACES BIG BACK	1	£0.00	£0.00
F400BKRL	F400 Portwest ARGYLL HEAVY FLEECE Black / L	6	£23.96	£143.76

Courier: DPD Standard




Notes / Special Instructions
Workwear Express Ltd

VAT Breakdown
T1: 20.0% -- £139.16

Totals
Net Total: £695.83

Appendix 3 best workwear quote

checkout/cart/

	<p>Navy Size: L</p> <p>Customisation: - Item for £2.64 - Print Text (town council) (F: Arial Black, C: White) on Left Breast and Back for £4.00</p>	<p>£6.64 £7.97</p>	<p>9</p>	<p>£59.76 £71.71</p>	<p>✕</p>
	<p>Blaklader 4790 Shell Jacket</p> <p>Colour: Dark navy/black</p> <p>Size: L</p> <p>Customisation: - Item for £101.65 - Print Text (town council) (F: Arial Black, C: White) on Left Breast and Back for £4.00</p>	<p>£105.65 £126.78</p>	<p>3</p>	<p>£316.95 £380.34</p>	<p>✕</p>
	<p>Portwest F400 Argyll Heavy Fleece</p> <p>Colour: Navy</p> <p>Size: L</p> <p>Customisation: - Item for £16.37 - Print Text (town council) (F: Arial Black, C: White) on Left Breast and Back for £4.00</p>	<p>£20.37 £24.44</p>	<p>6</p>	<p>£122.22 £146.66</p>	<p>✕</p>
<p>Continue Shopping</p>		<p>Edit Customisations</p>		<p>Update Basket</p>	<p>Clear Basket</p>

Discount Codes
Enter your voucher code if you have one.

Apply Voucher

Estimate Delivery
Enter your destination to get a delivery estimate.

Country*

United Kingdom

Subtotal (Excl. Tax) £498.93
 Subtotal (Incl. Tax) £598.71
 Delivery (Select Shipping Method -
 Free UK Shipping (007)) £0.00
 VAT £99.78

Grand Total £598.71

Customise your items