

Deputy Clerks Report to Full Council – 21st June 2021 Review of Grounds, Maintenance and Premises Team

Background

Following agreement at the Annual Parish Council meeting on 17th May 2021, seasonal resource via Blue Sky commenced on 6th June 2021 for 80 working days at a cost of £9,000. This has been funded by the salary and on-costs savings from the previous role of Grounds Team Manager not being filled to date in the 2021/2022 financial year.

The next phase of reviewing the Grounds, Maintenance and Premises team is to look at two specific roles that will continue to provide core services and deliver and improve the Parish Council public facing operation. These are the Grounds and Maintenance Supervisor and the Part Time Premises Assistant.

Grounds and Maintenance Supervisor – Full Time

This role will report directly to the Deputy Clerk and will assume responsibility for the day-to-day operation of the Grounds, Maintenance and Premises team as well as providing the deficit of Maintenance Team resource.

Premises Assistant – Part Time

As we enter the covid-19 recovery phase and start to 'open up' our buildings for use and hire, it has been identified that a role is required to support the facilities in order to increase income for the Parish Council, effectively manage our assets including the security of them and to increase our visibility. This is a part time role with the focus on showing potential users our premises, opening and closing up, ensuring the facility is ready for a user / hirer and making sure everything is in order after use / hire. The role is designed to operate on a Saturday and Sunday as well as one day in the week and will undertake play area / equipment checks on those mornings, bin emptying and the weekly clean of the office. Close liaison with the Business Administrator will be essential. The role will report on a day-to-day basis to the Supervisor role above for ease of consistency and to provide the operational direction for the role.

This proposal suggests we have 2 roles both at 20 hours per week to meet a full time equivalent post and that at this stage whilst we develop the role as well as the opportunities to use / hire our premises we employ 1 twenty hour Assistant and rise to 2 to make the role a full time equivalent as the potential increase in hiring / usage request grows.

Job Descriptions for both these roles have been developed and are attached.

Recruitment Process

If Council approves the approach of the two posts and the outline job descriptions it is proposed to develop person specifications and advertisement materials/strategy for Council to approve at the July meeting

Recommendation

The two posts be approved and a further report to be prepared for July meeting to cover salaries, person specifications, timelines and advertising strategies

Jeremy Day
Deputy Clerk
14th June 2021

The Ivers Parish Council



THE IVERS

PARISH COUNCIL

Grounds and Maintenance Supervisor

Responsible to: The Deputy Clerk

Hours of Work: 37 hours a week. Occasional weekend and evening work will be required

Leave entitlement: 21 days, rising to 26 days after 5 years continuous service

Purpose of job: To provide open space and associated facilities for the community

Working relationships:

Clerk, Deputy Clerk and Grounds Team.

Responsibilities:

- 1.1 To provide day to day supervision to the Grounds & Maintenance and Premises Assistants teams
- 1.2 To ensure the effective and efficient use of all resources of the Councils external facing operation
- 1.3 To liaise with the Deputy Clerk on all matters of Health and Safety involving the teams and members of the public
- 1.4 To identify defects, improvements and refurbishments in conjunction with the Deputy Clerk
- 1.5 To implement the maintenance schedule for vehicles, plant and equipment
- 1.6 To manage the stock of spares required within budgetary constraints in conjunction with the Deputy Clerk
- 1.7 To identify and assist in the provision of training and upskilling for the teams liaising with the Deputy Clerk.

Duties:

- 2.1 To allocate tasks to the Grounds & Maintenance Team and Premises Assistants
- 2.2 To manage absence (annual leave, sickness, TOIL etc) to ensure adequate cover across the Grounds and Maintenance functions
- 2.4 To work with the Premises Assistants to ensure all use / hires are effectively covered. Provide cover where appropriate
- 2.4 To identify additional tasks / priorities to ensure all defects are identified and made safe
- 2.5 To oversee the actioning of daily, weekly and monthly checks and maintain a log of completed checks. To actively spot check on a regular basis

- 2.6 To ensure all defects are immediately made safe to ensure health and safety of the team and members of the public
- 2.7 To assist the Deputy Clerk in identifying responsibility of remedial work of defects and to report to the relevant agency to request work to be carried out
- 2.8 To work with the Deputy Clerk to keep the log of Defects, Refurbishments and Improvements (Condition Report) up to date
- 2.9 To provide day to day coaching and guidance on use of equipment to the team
- 2.10 To oversee the use of company vehicles and ensure relevant policies are adhered to in line with council policies and procedures
- 2.11 To ensure adequate cover across the team that has a minimal impact of absence on the task and priority schedule
- 2.12 To complete a bi-weekly driver round of the parish with the Deputy Clerk to identify issues and prioritise remedial work
- 2.13 To place notices on the noticeboards in line with current policy in conjunction with the Deputy Clerk
- 2.14 To ensure the teams are adhering to the procedures using vibrating equipment etc.
- 2.15 To work with the Deputy Clerk to produce effective risk assessments for all tasks
- 2.16 To ensure that risk assessments are followed and the team fully understand the requirements and the part they play to keep themselves and the public safe
- 2.17 To act as a positive ambassador for the Council with residents on all matters relating to Parish Council activities
- 2.18 To carry out any other reasonable role related tasks from the Clerk and Deputy Clerk.

The Ivers Parish Council



THE IVERS

PARISH COUNCIL

Premises Assistant

Responsible to: Grounds and Maintenance Supervisor

Hours of Work: 20 hours a week. Weekend work and some evening work might be required

Leave entitlement: 21 days, rising to 26 days after 5 years continuous service (Pro-rated)

Purpose of job: To look after council premises available to the public and to carry out some public facing services on behalf of the Parish Council

Working relationships:

Clerk, Deputy Clerk Grounds and Maintenance Supervisor and Grounds Team.

Responsibilities:

- 1.1 To be the operational link between the Parish Council and hirers / users of parish council premises
- 1.2 Ensure premises are fit to use and maintained from a Health and Safety perspective prior to hire
- 1.3 To report any issues or defects to the parish officers and take immediate preventative measures to mitigate risk
- 1.4 To inspect the Premises after hire and reporting issues to the parish officers
- 1.5 To carry out cleaning duties and small practical maintenance tasks as appropriate
- 1.6 To carry out play area inspections on Saturdays and Sundays and report issues
- 1.7 To assist with general duties including tidying and litter picking around the Parish

Duties:

- 2.1 To show prospective hirers the premises and explain conditions of hire
- 2.2 To ensure before hire that the premises is ready and clean for the hire to include ensuring furniture etc is available
- 2.3 Be on hand to answer any questions / queries during hire as practical
- 2.4 Provide keys or unlock building in line with current Parish Council protocol
- 2.6 To secure the premises after 'one off' hires as appropriate
- 2.5 To check the premises afterward hire, advising Parish Officers of the condition so that return of deposit where required can be managed
- 2.6 To read meters at premises and supply the Parish Officers with them in line with agreed timescales

- 2.7 Keep the surrounding area of the premises is in good order and to the level of appearance expected
- 2.8 To be in regular contact with the Assistant Clerk and Business Administrator to identify issues relating to premises
- 2.9 To report any maintenance issues identified to the Parish Officers in a timely manner
- 2.10 To carry out any minor repairs in line with Parish Council protocols and within health and safety guidelines
- 2.11 Carry out play area inspections and report any defects to the Parish Officers
In conjunction with the Grounds team
- 2.12 To litter pick public areas managed by the Parish Council and to report issues (e.g. Instances of fly tips, damage to property) to the Parish Officers
- 2.13 To ensure that risk assessments are followed and to understand the requirements and ensure the job holder as well as members of the public are safe and a duty of care demonstrated
- 2.14 To act as a positive ambassador for the Council with residents on all matters relating to Parish Council activities
- 2.15 To carry out any other reasonable role related tasks assigned by the Parish Officers.