

Caretaker Work Rota

Deputy Clerk's Report to Facilities and Events Committee – 5<sup>th</sup> January 2021

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**1. Background**

Council agreed the appointment of a part-time (20 hours a week) Caretaker role reporting to the Deputy Clerk as part of the Grounds Maintenance team. The basis of the role is to work Saturdays & Sundays (at least 5 hours per day) to (amongst other duties) cover play area checks and litter picking to mitigate a major corporate risk identified by Council, cover lets in our buildings (particularly weekends) and to generally keep our facilities in good order in preparation for lets. This cover is primarily to open up and close the premises and to be on call to provide support during the let if required. The balance of the hours (10 hours) is agreed in advance with the caretaker and line manager based on the requirements / to meet lettings needs and other requirements. It's important to note here that many of the weekday lets have been booked at short notice once working hours have been agreed. Weekend lets are very often booked well in advance. Officers (Nicole & Jem) try to be as flexible as possible with short notice weekday lets given other work commitments / priorities in order to give an opportunity to fulfil them and benefit from the income, particularly if they are Commercial lets.

**2. Job Role & Responsibilities**

The key accountabilities of the role are:

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

The role was filled and the incumbent started in September 2021.

### 3. Current Situation

Ahead of the current heightened concerns with Covid-19 Omicron variant, the letting of our buildings at weekends has been on the increase and we are just about managing to cover lets within the caretaker's hours and the support from the office team.

The weekend daily play area checks at three sites and substantial litter picks across our two recreation grounds takes a minimum 3 hours each day (dependent on the litter state of each area) including travel time between sites.

As part of the caretaker's role to ensure the health and safety of all users of our buildings our caretaker, with his previous experience in the building / new homes sector and his natural competence of DIY / maintenance has carried out a huge number of repairs not only making things safe and aesthetically pleasing but has saved the council a significant amount of money on jobs where we would have previously used contractors and paid for materials and call out charges. We have potentially waited for contractors to be available where our resource has been immediately / quickly available.

Examples of this include:

- repair to leaky drainage guttering on the garages at the council office
- repairs to walls again at the council office
- sealing fire stop holes in cupboards and server room
- dealing with numerous simple plumbing issues at our pavilions
- repairs to fire strips on fire doors
- significant snagging at Iver Heath Pavilion not carried out post refurbishment during first Covid Lockdown
- initial emergency lighting switch testing across all sites
- replacing broken toilet seats

Our Caretaker was also involved in the fixing of our Tommy Soldier figures, installation of the badger gate at the Churchyard and has affixed numerous health and safety signs across Parish sites as required.

Working with the Officers, a significant number of immediate tasks were identified and we are now very much in a 'business as usual' scenario where a small number of jobs need doing as identified / discovered. We can now also start to be proactive as opposed to reactive where general maintenance tasks are needed and identified. We should go one stage further and have a planned buildings maintenance schedule for small tasks that we can fulfil in-house.

As we further 'open up' our buildings / facilities and improve our operational processes to be more efficient, the following are tasks are now being implemented and incorporated into the role:

- Weekly emergency lighting tests in all buildings
- Monthly fire alarm sounder tests in buildings where applicable

- Monthly Meter Readings
- Weekly shower / water running, including temperature testing

#### 4. Schedule of lets to date (December 2021)

The table below highlights where support has been given by the team to events / lets in our facilities. *Please note weekend cover by officers was covering the Caretakers authorised absence.*

Date	Hours	Reason	Caretaker
Thursday 23 September	10:00 am – 2:00 pm	Seniors Coffee Morning	None available
Sunday 26 September	12:00 – 4:00 pm	Party	Ian
Saturday 9 October	9:00 am – 6:30 pm	Public Exhibition	Jem
Thursday 21 October	10:00 am – 2:00 pm	Seniors Coffee Morning	None available
Thursday 28 October	4:00 – 8:00 pm	Party	Nicole
Thursday 18 November	10:00 am – 2:00 pm	Seniors Coffee Morning	Jem
Friday 19 November	7:00 – 9:00 am	Meeting	Nicole
Saturday 20 November	12:00 – 4:00 pm	Party	Ian
Tuesday 23 November	10:00 am – 12:00 pm	Meeting	am – Nicole pm – Jem
Saturday 4 December	1:00 – 5:00 pm	Party	Ian
Sunday 12 December	12:00 – 4:00 pm	Party	Ian
Thursday 16 December		Seniors Christmas Lunch	Ian set up on Monday
Saturday 18 December	1:00 – 7:00 pm	Party	Ian

For further information contact:

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