



Horndean Parish Council

STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 27 JUNE 2022 AT 6.30 P.M. IN JUBILEE HALL

Members are summoned to attend.

Carla Baverstock-Jones FSLCC, GCILEx, MCMI
Chief Officer

21 June 2022

AGENDA

1. To receive apologies for absence.
2. Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
3. To elect a Vice Chairman to the Staff Committee.
4. To receive and approve the Minutes of the meeting held on the 07 March 2022.
5. To receive and consider the draft Alcohol and Substance Misuse Policy.
6. To receive and review the Job Description/Person Specification in respect of the position of Estate Warden.
7. To receive a report and consider the way forward in respect of annual leave requests.
8. **To agree to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960)**
9. To receive and approve the Confidential Minutes of the meeting held on the 07 March 2022.
10. To receive a report and consider the expiry of the probationary period in respect of a staff member.



HORNDEAN PARISH COUNCIL

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON 7TH MARCH 2022 AT 6.30 P.M.

PRESENT: Councillors R Veitch (Chairman), Mrs L Evans, A Forbes, J Lay, P Little, D Prosser (Vice Chairman), Mrs E Tickell, Mrs I Weeks

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer (Minute Taker)

**PUBLIC
ATTENDANCE:** There were no members of the public present.

SC 014/21/22 TO RECEIVE AND APPROVE APOLOGIES

No apologies of absence were received. All Members present.

SC 015/21/22 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

**SC 016/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFF
COMMITTEE MEETING HELD ON THE 04 OCTOBER 2021**

It was **RESOLVED** that the Minutes of the Staff Committee meeting held on 04 October 2021 be signed as a true record of the meeting.

**SC 017/21/22 TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN
THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC
INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE
BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE
TRANSACTIONED. (PUBLIC BODIES (ADMISSION TO MEETINGS)
ACT 1960.**

No members of the public or press were present.

Public meeting closed at 18:40PM

**SC 018/21/22 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF
THE MEETING HELD ON THE 04 OCTOBER 2021**

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on 04 October 2021 be signed as a true record of the meeting.

SC 019/21/22

**TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN
RESPECT OF THE LONG-TERM SICKNESS ABSENCE
PERTAINING TO A MEMBER OF STAFF.**

An extensive report had been previously circulated by the Chief Officer which was discussed in detail.

Members agreed that the employees ill health had been ongoing for a long period, and without any form of diagnosis it was **RESOLVED** to recommend to Council that his/her employment was unable to continue.

SC 020/21/22

**TO RECEIVE AND AGREE A RECOMMENDATION TO COUNCIL
REGARDING ANY PROPOSED CHANGES TO STAFF SALARIES
FOR 2022/23**

A report was circulated by the Chief Officer and a discussion took place, whereby performance awards were considered.

It was agreed to recommend to Council for staff on average, to receive a salary increase of 3% rate of inflation and 2% performance from the 01 April 2022.

SC 021/21/22

**TO DISCUSS ANY PROPOSED CHANGES TO THE CHIEF
OFFICER'S SALARY FOR 2022/23**

Councillors **RESOLVED** to recommend to Council that the Chief Officer's salary be increased by 6.0% (3% for performance, and 3% cost of living) for the year 2022/23

Confidential meeting closed at 19:20PM

.....
Signed - The Chairman

.....
Date



HORNDEAN PARISH COUNCIL

Alcohol and Substance Misuse Policy

The Council is committed to ensuring the health, safety and welfare of its employees, officers and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees, officers and all persons coming onto the Council's premises and land.

The Council will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of all work activities undertaken by the Council (in particular any safety critical operations) to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees and, where relevant, contractors, customers and the public.

The Council prohibits the drinking of alcohol by employees, officers and contractors at any time in the workplace or on Council business.

or

The Council prohibits the drinking of alcohol by employees, officers and contractors in the workplace or on Council business other than reasonable drinking of alcohol in connection with approved social functions. The Council regards drinking to an "unreasonable level" as any of the following situations:

- The individual is over the legal limit stipulated for driving (ie 35mcg/100ml of breath alcohol concentration).
- In the opinion of management/officers, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management/officers, the individual's behaviour may cause embarrassment, distress or offence to others.
- The individual continues to drink when instructed to stop by a manager.

The Council will take all reasonable steps to prevent employees, officers and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse. This could include suspension from the workplace and disciplinary action.

The Council expressly prohibits the use of any illegal drugs (including psychoactive substances, including those formerly known as "legal highs") or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess with intent to supply psychoactive substances. If any such incidents take place on Council premises, in Council vehicles or at a Council function, they will be regarded as serious, will be investigated by the Council, and may lead to disciplinary action and possible reporting to the police.

No employee or other person under the Council's control shall, in connection with any work-related activity:

- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render them unfit and/or unsafe for work;



HORNDEAN PARISH COUNCIL

Alcohol and Substance Misuse Policy

- consume or be under the influence of drugs or alcohol while on duty [unless, in the case of alcohol, with the agreement of line management/officers for the purposes of official Council entertaining];
- store drugs or alcohol in personal areas such as lockers and desk drawers; or
- attempt to sell or give drugs or alcohol to any other employee or other person on the Council premises.

Employees must inform their manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and the Council will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence.

Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.

HORNDEAN PARISH COUNCIL

STAFF MEETING

Date: 27 June 2022

AGENDA ITEM: 6

SUBJECT OF REPORT: Review of Estate Warden Job Description and Person Specification

The recruitment of staff within the Countryside Team has presented with difficulties on two occasions. The post advertised generated very few responses, albeit one source of advertising recorded 243 views, but without the submission of any applications.

There is without doubt in general terms a recruitment crisis arising from the pandemic, which for various reasons has disrupted the status quo in terms of employment. In view of the current situation, perhaps we need to evolve where possible, to ensure vacancies do not remain long term.

The Grounds Manager in consideration of staffing his team has given some thought (see attached), to updating the Job Description/Person Specification.

A neighbouring Council advertised a similar post albeit part-time, and subsequently received four applications - perhaps offering the vacancy based on a 'job share' may be advantageous. It is of note that the starting salary for the post was advertised at £20,226, as opposed to £19,263, which is our current rate.

RECOMMENDATION

Members may wish to amend the Job Description/Person Specification, and consider two part-time posts with the view to attracting applicants.

Additionally, salaries offered by comparative Councils appear more favourable at this time, which I assume is in an attempt to combat the recruitment crisis, notwithstanding the rise in general living costs.

Report prepared by



Carla Baverstock-Jones
Chief Officer



HORNDEAN PARISH COUNCIL

Estate Warden

Responsible to: Grounds Manager

Job Description

OVERALL PURPOSE OF THE JOB:

To assist the Grounds Manager with the day to day management and operation of the councils land assets, including amenity sites, nature reserves, open spaces, recreation grounds and play areas.

Main Responsibilities

1. To represent the Parish Council in all areas of its open space provisions, as required, to the highest possible standard.
2. To be responsible for managing, maintaining and enhancing the Parish's flower beds, hanging baskets and abundant green spaces.
3. To take responsibility for site presentation to a high standard, through litter picking, cleaning of signage and repair of defective structures onsite. Facilitating visitor access, helping with general enquiries and protecting assets from theft or damage.
4. Carry out day to day practical site management and maintenance in order to comply with site management plans aims and objectives.
5. To maintain Parish Council infrastructure and outdoor furniture, (fences, boardwalks, notice boards, seats, etc.) ensuring that they are kept clean, tidy and in a good state of repair.
6. Ensure sites are inspected at regular intervals, for security reasons, and to ensure all appropriate safety checks are undertaken, all in order to ensure safe and well managed sites.
7. To maintain records, inventories and safety inspections for tools and equipment to comply with health and safety.
8. To ensure that all Horndean Parish Council vehicles and machinery are maintained, to undertake vehicle checks.

Working Procedures and good Health and Safety Practice

9. To recognise and be aware of the requirements of the Health and Safety at Work act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
10. To be meticulous in maintaining routine paperwork and records in accordance with council policy. This will include check on vehicles, machinery and premises, as well as the daily task management system.
11. To maintain tools, vehicles and machinery to a high standard.
12. To be prepared to undertake physically demanding manual labour and work outside in adverse weather conditions.
13. To have experience in lone working in accordance with councils policy, as detailed in the staff handbook

General

- (a) The hours of work for contractual purposes are 37 hours per week. Evening and weekend working is occasionally required (2-3 occasions per year) of the job for which compensatory time off will be given within the exigencies of the service and in line with Council policies.
- (b) This job description is not a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified the Estate Warden will also be required to undertake any other duties commensurate with the status of the post.
- (c) The Estate Warden will be required to pursue a programme of continuous professional development.



Person Specification for the Estate Warden

	ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
Educational Qualifications	<ul style="list-style-type: none"> ▪ 6 GCSE's including Maths, English ▪ HLD Horticulture or Grounds Keeping qualifications ▪ LANTRA qualification in use and maintenance of brush cutters and strimmer's ▪ Good knowledge of practical habitat management for nature conservation ▪ Full UK driving licence ▪ Evidence of a commitment to continuing professional development ▪ Willingness to obtain appropriate qualifications in respect of tools and equipment 	<ul style="list-style-type: none"> ▪ NPTC qualification in chainsaw use (CS30,CS31) ▪ First Aid at Work certificate ▪ PA1 & PA6 certificates
Team Working	<ul style="list-style-type: none"> ▪ Work well as part of a team ▪ Be prepared for lone working for part of the role 	
Personal Attributes	<ul style="list-style-type: none"> ▪ Physically fit and able to work outside in all weathers ▪ Hardworking, trustworthy and a team player ▪ Well motivated, with a passion for the outdoors ▪ Good communication skills 	
Experience	<ul style="list-style-type: none"> ▪ At least 18 months experience in a similar role 	<ul style="list-style-type: none"> ▪ Machinery maintenance knowledge

Overall Purpose of the job:

To undertake duties relating the daily management and maintenance of Parish Council sites. The Parish Council is responsible for managing and maintaining 60 hectares of public land serving a population of 13,000 residents. Sites include woodlands, heathland, chalk downland, ponds, parks, play areas, rec grounds, community halls and other local open spaces.

About the role/main responsibilities

- Undertake a range of activities across all Parish owned sites including general maintenance such as mowing, strimming, infrastructure repairs, minor tree works, managing shrub and flower beds, co-ordinating with our weekly conservation volunteer group, site inspections, litter picking and bin emptying.
- Able to deal with enquiries and health and safety issues as they arise.
- Make sure our sites are clean and all facilities are kept in a safe usable condition.
- Assist with conservation tasks including seasonal grazing, heathland and woodland improvement works, downland management, invasive species control.
- Carry out all duties with an awareness and understanding of safety requirements.

Other responsibilities include:

- To represent the Parish Council in all areas of its open space provisions, as required, to the highest possible standard.
- To take responsibility for site presentation to a high standard, through litter picking, cleaning of signage and repair of defective structures onsite. Facilitating visitor access, helping with general enquiries and protecting assets from theft or damage.
- Carry out day to day practical site management and maintenance in order to comply with site management plans aims and objectives.
- To maintain Parish Council infrastructure and outdoor furniture, (fences, boardwalks, notice boards, seats, etc.) ensuring that they are kept clean, tidy and in a good state of repair.
- Ensure sites are inspected at regular intervals, for security reasons, and to ensure all appropriate safety checks are undertaken, all in order to ensure safe and well managed sites.
- To maintain records, inventories and safety inspections for tools and equipment to comply with health and safety.
- To ensure that all Horndean Parish Council vehicles and machinery are maintained, to undertake vehicle checks. Working Procedures and good Health and Safety Practice
- To recognise and be aware of the requirements of the Health and Safety at Work act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- To maintain routine paperwork and records in accordance with council policy. This will include check on vehicles, machinery and premises, as well as the daily task management system.
- To maintain tools, vehicles and machinery to a high standard.
- To be prepared to undertake physically demanding manual labour and work outside in adverse weather conditions.

The hours of work for contractual purposes are 37 hours per week. Working hours are 08:30 to 16:30 Monday to Thursday 08:30 to 16:00 on a Friday.

Evening and weekend working is occasionally required (2-3 occasions per year) for which compensatory time off will be given.

This job description is not a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified the Estate Warden will also be required to undertake any other duties commensurate with the status of the post. The Estate Warden will be required to pursue a programme of continuous professional development