



# Horndean Parish Council

## STAFF COMMITTEE

### NOTICE OF MEETING

**A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 07 MARCH 2016 AT 7.30 P.M. OR IMMEDIATELY FOLLOWING THE GROUNDS COMMITTEE MEETING AT JUBILEE HALL.**

Members are summoned to attend.

A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones'.

Carla Baverstock-Jones GCILEx  
Executive Officer and Clerk to the Council

01 March 2016

#### AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To elect a Vice Chairman to the Staff Committee.
4. To receive and approve the Minutes of the meeting held on the 14 September 2015.
5. To receive and consider the Job Description/Person Specification for the fixed term contract staff member to be appointed to the Countryside Team.
6. To receive a report and consider the Job Description for the position of temporary Assistant Grounds Manger.
7. To consider the make-up of the interviewing panel for the new Grounds Manager.
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 agree the Confidential Minutes of the meeting held on the 14 September 2015.
10. To receive a report on the Appraisals of the staff and any matters arising.

11. To receive a report on staffing and agree any necessary actions.
12. To receive a report and agree a recommendation to Council regarding any proposed changes to staff salaries for 2016/17.
13. To receive a report and consider the expiry of the probationary period for a member of staff.
14. To discuss the Executive Officer's Appraisal.
15. To discuss any proposed changes to the Executive Officer's salary for 2016/17.



# HORNDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON  
MONDAY 14 SEPTEMBER 2015 AT 7:30PM

**PRESENT:** Councillors A Forbes (Chairman), Mrs L Evans, Mrs A Reece, Miss J Murray,  
Mrs E Tickell and Mrs I Weeks

**IN ATTENDANCE:** Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Sarah Guy, Senior  
Administrator (Minute Taker).

**PUBLIC ATTENDANCE:** No members of the public were present.

SC041      **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

SC042      **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC043      **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 09  
MARCH 2015**

The minutes of the Staff Committee meeting held on the 09 March 2015 were circulated, and it was  
**RESOLVED** that they be duly signed as a true record of the meeting.

SC044      **TO RECEIVE A REPORT AND CONSIDER THE FUTURE STAFFING STRUCTURE OF THE  
COUNTRYSIDE TEAM**

A report by the Clerk and Grounds Manager was circulated.

A discussion took place regarding the recommendation for consideration to be given to the retention of the  
Toyota vehicle with Cllr Mrs I Weeks being in favour of retaining the vehicle.

Cllr Mrs E Tickell suggested that if Council were to consider additional staff for the Countryside Team that it  
would be a good idea to look at purchasing a run around instead of keeping the Toyota as the Toyota had  
been unreliable. The Chairman stated that consideration of an additional vehicle would be a separate issue  
to this agenda item.

The Chairman queried whether the current staffing level within the Countryside Team was less than in  
previous years.

A discussion took place with regards to consideration of employing an additional staff member to work within  
the Countryside team. Cllr Mrs Tickell stated that HPC has a very competent Grounds Manager who has  
looked into the work required within the Management plan, Groundorg and the HLS Agreement recommended  
by Natural England; and that the work required is more than they can manage. Cllr Mrs Tickell said that the  
work required to be done within the Management Plans wasn't being done previously.  
Cllr Miss Murray said that what matters now is to look at the current workload within the Countryside Team  
and not the retrospective workload.

A discussion took place regarding Groundorg. It was mentioned that the grass cutting had been taken away  
from the Countryside Team and that perhaps there were tasks currently undertaken by the Countryside Team  
that could be contracted out such as tree work. Cllr Mrs Tickell suggested that the use of temporary staff  
could be looked at rather than permanent staff.



Cllr Mrs L Evans said that she feels it would be useful to have an analysis completed of all annual work. The Chairman suggested that the Grounds Committee would need to look at what work can currently be undertaken by the current staff members of the Countryside Team before the decision of additional staff can be made.

It was **RESOLVED** that the Grounds Manager updates Groundorg to show current tasks, and the amount of time each task takes before any decision can be made regarding the consideration of additional staff.

SC045            **TO CONSIDER THE BUDGET 2016/2017 IN RESPECT OF STAFF**

The Clerk stated that an email was sent out to all Chairmen of each Committee, asking them for any budget input they may have.

A short discussion took place and it was suggested that information regarding the budget for training would be discussed by the Clerk, information regarding clothing for the Countryside Team would be discussed by the Grounds Committee and information regarding staff salaries would be discussed by the Finance and general Purposes Committee.

It was noted that not much could be said or decided on at this stage.

SC046            **TO AGREE 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 TRANSACTED**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting.

The public part of the meeting closed at 8:35PM

.....  
Chairman

.....  
Dated

## HORNDEAN PARISH COUNCIL

### Estate and Horticulture 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. Bringing new ideas and inputting into future horticultural projects locally.
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 a requirement of the job for which compensatory time off will be given within the exigencies of the service and in line with Council policies.
- (b) 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.
- (c) 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 and Horticulture Warden will also be required to undertake any other duties commensurate with the status of the post.
- (d) The Estate and Horticulture Warden will be required to pursue a programme of continuous professional development.





**Horndean Parish Council – Estate and Horticulture Warden-  
£??,000 pa**

Horndean Parish Council is responsible for managing and maintaining 60 hectares of public land. Looking to expand its Countryside Team by recruiting a new member of staff with horticultural experience in grounds maintenance. The majority of the land is managed for nature conservation and public access, including four Local Nature Reserves and one Site of Special Scientific Interest. The remaining area includes parks, flower beds, play areas, sports facilities and amenity grassland, all of which are highly valued by local residents.

Duties associated with the role will be seasonally different and include tree and hedge maintenance, re-stocking and managing shrub, flower beds and hanging baskets, as well as other routine grounds maintenance tasks. In the winter months a focus on management of the nature reserves with brush cutting, scrub clearance and larger tree maintenance.

You will possess a practical skills base, be physically capable of undertaking all duties connected with the role and be able to work effectively, either using your own initiative or within a team. You will take pride in your work, completing tasks to a high standard and hold a full driving license.

Ideal applicant will be a good communicator and have in-depth knowledge of nature conservation and countryside management, as well as experience of managing public amenity areas.

Closing date for Applications: (no CV's will be accepted, application form only)

Interview date: Week commencing

For more information and to view a full job description and person specification, please visit the Horndean Parish Council website at [www.horndeanpc-hants.gov.uk](http://www.horndeanpc-hants.gov.uk)

Alternatively call Carla Baverstock-Jones – Executive Officer on 02392 597766 or email [carla.baverstock-Jones@horndeanpc-hants.gov.uk](mailto:carla.baverstock-Jones@horndeanpc-hants.gov.uk)

**Proposed Person Specification for the Estate and Horticulture Warden**

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



# **HORNDEAN PARISH COUNCIL**

## **Assistant Grounds Manager**

**Responsible to: Clerk to the Council**

### **Job Description**

**OVERALL PURPOSE OF THE JOB:** To provide assistance to the Grounds Manager in respect of the management of the Council's landholdings and related assets and supervision of the Grounds Team.

#### **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 provide assistance to the Grounds Manager sharing responsibility for the supervision and time management of the Grounds Team working on the Council's landholdings, including on Nature Reserves, Amenity Sites, Recreation Grounds, Play Areas and the Closed Churchyard. Protect, conserve and enhance biodiversity on council land.
3. To assist in providing advice to Members of the Parish Council on matters concerning its open spaces, including nature conservation, recreation, education, interpretation, health and safety, and any other areas which have a direct influence on the open spaces. Co-ordination of the Higher Level Stewardship Agreement.
4. Carry out day to day practical site management and maintenance in order to comply with site management plans aims and objectives.
5. Manage Livestock and undertake occasional and basic stockmanship tasks.
6. Co-ordinate weekend cover of sites when appropriate, to ensure they are safe and well maintained.
7. 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.
8. To assist with the preparation and maintenance of detailed management plans for all the open spaces and amenity land under the control of the Parish Council and to implement these plans, following agreement by Council.
9. Prepare specifications of work (such as tree felling/pruning) for contractors or for the in-house staff and monitor their work in order to ensure delivery of required standards.
10. To assisting with keeping detailed records on each of the open spaces under the control of the Parish Council, and to develop work programmes.

11. To ensure that all recreational areas and play equipment are well maintained, safe to use and that all necessary security checks, safety inspections are carried out and documented.
12. To assist in the preparation of regular reports for submission to the appropriate Council Committee.
13. To ensure that the Chairman of the appropriate Council Committee is kept informed of general progress and consulted on any matter that may deviate from agreed plans.
14. To be responsible for ensuring that all equipment used by the outdoor staff is maintained in accordance with the Provision and Use of Work Equipment Regulations 1998, for the upkeep of safety standards generally and adherence to the Health and Safety at Work Act 1974 and its various regulations such as manual handling, COSHH etc. To maintain and upkeep risk assessments for all countryside and amenity sites.
15. To assist with the maintenance of records, inventories and safety inspections for tools and equipment to comply with health and safety.
16. To assist with raising income through preparing and submitting applications for external funding and grants such as woodland grant schemes from Forestry Commission and Stewardship grants through Natural England.
17. To ensure that all Horndean Parish Council vehicles and machinery are maintained, serviced and MOT'd as appropriate and to undertake vehicle mileage checks.
18. Promote good relations with the public and keep them informed of work on council sites. Ensure that actions on sites serve the public interest. Work closely with local volunteer groups and conservation bodies in accordance with and as directed by resolutions of the Council.
19. To assist with the provision of a programme of events within the Parish with regard to its open spaces, in accordance with and as directed by resolutions of the Council.

General:

- (a) The hours of work for contractual purposes are 37 hours per week. Evening and weekend working is a requirement of the job for which compensatory time off will be given within the exigencies of the service and in line with Council policies.
- (b) 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.

- (c) 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 Assistant Grounds Manager will also be required to undertake any other duties commensurate with the status of the post.
- (d) The Assistant Grounds Manager will be required to pursue a programme of continuous professional development.