Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426 E: clerk@loggerheads-pc.gov.uk
W: www.loggerheadsparishcouncil.co.uk

Tuesday 30th May 2023

Dear Councillor,

You are summoned to attend the **Personnel Committee** meeting of **Loggerheads Parish Council** to be held at **7:30pm on Monday 5th June 2023** at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1.	To elect a Chair of the Personnel Committee for 2023 – 24
2.	To elect a Vice Chair of the Personnel Committee for 2023 – 24
3.	To receive and consider apologies for absence
4.	To note declarations of Members' interests
5.	Public Question Time
	A period of 15 minutes for Members of the Public to ask questions or submit comments. Any members of the public wishing to participate in public participation during the meeting should email clerk@loggerheads-pc.gov.uk before **9am** on **Monday 5th June 2023** providing their name, email address and an indication of the subject of their question or comment.
6.	To note the date of the next **Personnel Committee** meeting as being held at 7:30pm, Monday 4th September 2023

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In attendance: Cllrs Brown, Coulson, Lee, Swetman and Swinnerton

Also in attendance: Cllr Beales

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 9TH JANUARY 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Gibson, Roberts and Swan.

2. To note declarations of Members' interests

   There were no declarations.

3. To approve and sign the minutes of the Personnel Committee meeting held on Monday 7th November 2022

   Resolved: The minutes of the meeting were signed as a true and accurate record.

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

   There were no Members of the Public in attendance

5. To consider the following matters relating to the direct employment of a Grounds Maintenance Officer: -

   a. Person Specification

      The meeting discussed a template Person Specification and amended it to reflect the requirement of the Parish Council in directly employing a Grounds Maintenance Officer. It was put forward for inclusion that the eventual post holder will be required to undergo a satisfactory DBS check.

   Resolved: To recommend the Person Specification to Full Council subject to the amendments which have been requested

   b. Job Description

      The meeting discussed a template Job Description and amended it to reflect the requirement of the Parish Council in directly employing a Grounds Maintenance Officer. It was put forward for inclusion that there is specificity with regards flexible working hours.

Resolved: To recommend the Job Description to Full Council subject to the amendments which have been requested

c. Period of advertisement

It is anticipated that the period of advertisement will occur throughout February 2023, with recruitment taking place in March 2023 to coincide with the anticipated employment date being 1st April 2023. The post is to be advertised as widely as possible through existing networks and those of partner organisations such as local media outlets, Newcastle-under-Lyme Borough Council, Staffordshire County Council, Staffordshire Parish Council Association, National Association of Local Councils and any other relevant agencies.

d. Risk Assessment(s)

Although this is largely determined by the nature of grounds maintenance operations in and of itself, along with the tools, machinery and plant required for carrying out those operations the Parish Council will endeavour to use presently available skills and knowledge to complete this aspect; but, if required, will source externally available professional advice for any aspects requiring further exploration.

6. To note the date of the next **Personnel Committee** meeting as being held at 7:30pm, Monday 6th March 2023 at Loggerheads Community Fire Station

Noted

Chair: Cllr. A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:45pm

Signed…….

Task + Finish Group - 10/01/2023, 9:30/10:00

Maintenance Project

Topic	Responsibility	Description	Start	Complete
PWLB	BM	Submit request to NALC	w/c 19/12/22	
Job Description	Personnel Comm			
Salary, hours, terms and conditions, Contract	Personnel Comm		w/c 9/1/23	
Job advertisement	Personne lComm		w/c 9/1/23	
Selection	Personnel Comm		w/c 9/1/23	
Interview	Personnel Comm		w/c 9/1/23	
Container	Task and Finish Group	Obtain quotes, purchase, agree site with Shropshire Homes	w/c 9/1/23	
Equipment	**Task and Finish Group**	**Obtain quotes**	**w/c 9/1/23**	
Ride on mower				
walk behind mower				
Brush cutter/strimmer				
hedge trimmer				
blower				
tool box				
gardening equipment				
small tools				
fuel containers				
Consumables	**Task and Finish Group**	**obtain quotes**	**w/c 9/1/23**	
protective equipment				
work wear				
wet weather wear				
boots				
fuel containers				
first aid kit				
Risk Analysis of maintenance worker	Task and Finish Group		w/c 9/1/23	
Maintenance workers headquarters	Task and Finish Group		w/c 9/1/23	
Transport and trailer	Task and Finish Group	Obtain quotes etc	w/c 9/1/23	
Method of working	Task and Finish Group	How work is communicated etc	w/c 9/1/23	
Schedule of work	Task and Finish Group	Areas within existing contract, any additions, intervals of cutting etc	w/c 9/1/23	

LOGGERHEADS PARISH COUNCIL
JOB DESCRIPTION

Job Title: Grounds Maintenance **Officer** Reporting to: **Parish Clerk**

Context

The job description is a guide only and is not intended as an exhaustive description of duties and responsibilities. As the role develops amendments to this job description may be discussed with the post holder and be reasonably amended at any time.

Summary of the job role

Working under the supervision of the **Parish Clerk** the post holder will be required to **carry out** maintenance throughout the parish.

Key Responsibilities

- Maintenance
  - To undertake general repairs and maintenance of property belonging to the council, including fences, bins, buildings, posts and benches.
  - To maintain and cut, as required, hedges under the Council's ownership.
  - To undertake minor tree work as instructed.

- Mowing
  - To mow and strim identified areas of public open space as required.

- Machinery
  - To assist with keeping vehicles and plant clean and in good working order
  - To identify and report defects daily
  - To assist with the servicing and maintenance of the Council's owned and leased machinery, tools and equipment on a regular basis.

- Play Areas and Recreation Grounds
  - To assist with the maintenance of Parish play areas and recreation grounds.
  - To undertake cleansing duties when necessary
  - To report any defects associated with Parish Council facilities

- Health and Safety
  - To be responsible for maintaining health, safety and welfare of self, other employees and members of the public ensuring adherence to safe working practices and environmental procedures.
  - To maintain and update own health and safety knowledge.

- Miscellaneous
  - To follow work instructions of management team without the requirement for

constant supervision.

- To work annualised flexible hours. Weather conditions and/or other factors may result in the post holder being sent home early, working extended hours or working split shifts. Whilst this position is predominantly Monday to Friday working, on occasions some weekend /late evening/early morning working may be required.
- To adapt to changing working environments and work patterns as deemed necessary to meet the goals of the Parish Council.
- To represent the Parish Council in a manner conducive with the standards expected, including the wearing of the uniform supplied.
- To communicate with other employees and members of the public in a polite manner placing the highest possible emphasis on customer care, and encouraging public involvement and feedback.
- To work to a high quality standard ensuring high quality workmanship whilst maintaining an acceptable level of productivity.
- Any other reasonable duties within your skills and capabilities as directed by your manager.

Other Information

- Key Internal Contacts
  - **Parish Clerk**

- Key External Contacts
  - General Public; Contractors; Health and Safety Advisor; Suppliers; Local Police; and, Neighbouring Parish Councils

Number of subordinates under job holders control:	Financial data – budget under job holders control:
None	None

LOGGERHEADS PARISH COUNCIL
PERSON SPECIFICATION

Knowledge and Skills

- It is essential that the post holder has a full and current UK/EU driving licence including BE (trailers) and has experience of towing trailers.
- It is essential that the post holder has knowledge and experience of the operation and maintenance of ride on mower/tractor mowers, pedestrian mowers, pitch markers, strimmers, blowers and other horticultural machinery. Must have an understanding of mechanics and be able to recognise defects in the equipment.
- The post holder must have an extensive knowledge of the geographical area of the village including knowledge of recreation ground and amenity land locations.
- It is essential that the post holder is aware of health and safety requirements relating to personal safety and the safety of others including the general public.
- It is desirable that the post holder holds spraying qualifications (PA1 and PA6a).

Initiative and Independence

Although this is a supervised position, a proportion of the post holders time will be spent working independently. It is important that the post holder has experience of working on his/her own initiative and is able to make informed decisions to progress the work allocated, whilst implementing safe working practices through continuous risk assessment.

Interpersonal and Communication Skills

It is essential that the post holder has the ability to communicate verbally with a wide range of individuals and the skill to deal with difficult and confrontational people In a calm and professional manner. The post holder will also require excellent team working skills.

Physical, Emotional and Mental Demands

- The post will be physically demanding and the post holder will be expected to work outdoors in all conditions which will involve some exposure to disagreeable or difficult surroundings/conditions.
- Some levels of work related pressure will exist mainly due to working to deadlines and dealing with members of the public.

General

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time within the context of this post. Any duties should not however substantially change the general character of the post. The post holder will also be required to undergo a DBS check.