

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, A M Hill (Chairman), W Jackson, C Osborne, M Pettitt, and S Sutton  
c.c. S Doyle, A Gibson, J Hewitt, T Knagg, R Lock, M Scott, P Sharman and N Thompson

You are hereby summoned to attend a meeting of the Human Resources Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Tuesday 17<sup>th</sup> December 2019 commencing at 6.30pm.



Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
11<sup>th</sup> December 2019

## A G E N D A

### 1 Apologies for Absence

### 2 Declarations of Interest

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

### 3 Minutes of Previous Meeting

To consider the minutes of the Human Resources Committee held on Monday 9<sup>th</sup> September 2019 and to approve them as a correct record of proceedings.

Previously  
circulated

### 4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

# Sandy Town Council

## **5 Health and Safety / Accident Report**

- i) To note that there have been no accidents reported since the last meeting of the committee.
  
- ii) To note that a Health and Safety and fire risk assessment will be carried out by the Council's external Health and Safety advisors on the week of 16<sup>th</sup> December 2019. The resulting report with recommendations will be brought to the next meeting of the HR committee.

## **6 Training Report**

To receive a report on employee and Councillor training undertaken or planned.

Appendix I

## **7 Groundsman Vacancy**

To receive and consider documents on the recruitment of a groundsman to fill the current vacant position.

Appendix II

## **8 Cleaner Vacancy**

To receive and consider a report on the cleaning of the offices at 10 Cambridge Road, Sandy.

Appendix III

## **9 Chairman's Items**

## **10 Date of Next meeting: 30<sup>th</sup> March 2020**

## **11 COMMITTEE IN PRIVATE SESSION**

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

## **12 Staffing Matters**

- i) To receive and note employee sick leave figures for the financial year to date.
  
- ii) To note a schedule for administration and grounds team Christmas cover.
  
- iii) To receive a report on a disciplinary matter.
  
- iv) To receive a report any other staffing matter.

## SANDY TOWN COUNCIL

COMMITTEE: Human Resources

DATE: 17 December 2019

AUTHOR: Town Clerk

SUBJECT: Training and Conferences

## Training

The following training has been completed by staff and Councillors since the last meeting of the Human Resources Committee:

Training	Provider	Participants	Comment	Cost
CBC Planning Training	CBC	Cllrs Sharman and Knagg	Completed by Chair and Deputy Chair of Development Scrutiny Committee.	Nil
SLCC National Conference	SLCC	C Robson – Town Clerk	National Conference for Clerks.	£375
New Councillor Training	BATPC	Cllrs Hewitt & Lock		£60
Chairmanship Training	BATPC	Cllr Gibson	Completed by Cllr Gibson, Deputy Chair of the CSE committee.	£30
NALC Conference	NALC	Cllr Pettitt	Attended by Cllr Pettitt as Deputy Chairman of Sandy Town Council	£210

The following training is ongoing.

Training	Provider	Participants	Comment	Cost
Introduction to Local Council Administration	SLCC	Katie Barker	Recognised SLCC online course which acts as an introduction to local council administration. Requirement of progression to pay scale 18. To be completed by March 2020	£99

**AGENDA ITEM 6****APPENDIX I**

The following training has been identified for completion as soon as it becomes available at a suitable location. Interest has been flagged with each of the training providers listed below.

<b>Training</b>	<b>Provider</b>	<b>Participants</b>	<b>Cost</b>
Cemetery Legal Compliance	SLCC	Admin and Outdoor Team Leaders  Joint course between several local councils currently being organised.	£145 per person
Grounds Maintenance and Management	Institute of Groundsmen	Outdoor Team Cost of training exceeds current budget. Allowance made in the 2020/21 budget to explore this training.	£900 for on-site based training course.
Microsoft Office for Local Councils	SLCC	Admin Team	Unknown

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources

**DATE:** 17 December 2019

**AUTHOR:** Town Clerk

**SUBJECT:** Groundsman Vacancy

**1. Summary**

1.1 It was previously agreed to postpone the start of the recruitment process for the vacant groundsman position until the start of 2020. This was due to previous experience which showed that a higher number of applications were received at that time of year as opposed to the end of the calendar year.

1.2 The attached recruitment documents are for Members review.

**2. Recommendation**

2.1 That the Council advertise and invite applicants to apply for the vacant groundsman position from the 2<sup>nd</sup> January 2020.

2.2 That the closing date for applications be 5pm on 17<sup>th</sup> January 2020.

2.3 That interviews take place the week of the 20<sup>th</sup> January 2020.

2.4 The interview panel will comprise of the Chairman of Human Resources Committee, the Town Clerk and the Grounds Team Leader.

**3. Recruitment Documentation**

3.1 The following documentation is attached for members review;

- Job advert
- Job Description
- Person Specification



SANDY TOWN COUNCIL  
REQUIRE

Groundsperson/Handyperson

Sandy Town Council are seeking a competent person to take on the role within the grounds team. Applicants will be required to complete groundsman work of sports pitches, carry out repairs to Town Council property, undertake cleaning and maintenance duties, horticultural work in and around the Town Centre, inspections of play areas and street furniture plus general duties in connection with the maintenance and repair of town council assets. Full manual driving licence required.

The successful applicants will have the physical ability to lift, carry and perform other physical tasks on a daily basis.

37 hours per week with occasional weekend or evening work.  
NJC Scale Points 6 – SCP 7 currently £19,171 - £19,554

Closing Date: Friday 17th January 2020

Application form, Job Description and Person Specification available from  
Town Clerk  
Sandy Town Council  
10 Cambridge Road  
Sandy, SG19 1JE

Email: [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)  
[www.sandytowncouncil.gov.uk](http://www.sandytowncouncil.gov.uk)



## SANDY TOWN COUNCIL

<b>Title of Post:</b>	Grounds Person/Handyperson
<b>Salary:</b>	£19,171 - £19,554 (SCP 6-7)
<b>Terms and Conditions:</b>	NJC for Local Government Services
<b>Contract Hours:</b>	37 hours per week plus occasional overtime  Monday to Friday with occasional weekends to support Council events/civic occasions.
<b>Benefits:</b>	Leave of 21 days paid per year plus Bank Holidays, increasing following long service.  The post is eligible to join the Superannuation Scheme.  Training in operation to develop skills on an ongoing basis.
<b>Responsible to:</b>	Grounds Team leader
<b>Responsible for:</b>	N/A
<b>Job Purpose</b>	To act as Groundsman/Grass Cutter/Gardener/General Labourer for Sandy Town Council. Support occasional civic or Council run events.
<b>Job Description</b>	Under supervision, to maintain grounds, council assets and premises owned (or cared for) by the Town Council to the required standard and schedule.  Undertake routine preparation and maintenance work on a range of sports facilities and surfaces as detailed on work schedules or job tickets. <i>(including but not limited to football &amp; cricket grass cutting, pitch preparation, line marking, turf repairs and sand spiking)</i>  Undertake routine maintenance of the cemetery and closed churchyard. <i>(Including but not limited to grass cutting &amp; stimming, shrub and flower bed maintenance, litter picking, tree work)</i>  Undertake all preparatory and cultivation work to maintain safe quality playing surfaces. Carry out regular inspections of council owed play equipment. Carry out basic repair work.  Set up all sports pitches or amenity surfaces. Undertake minor construction and landscaping work.  Drive vehicles and equipment as required for grounds maintenance operations – tractor, ride on mower and works vehicle.

	Ensure vehicles and equipment used by self and colleagues are regularly maintained in accordance with routine operating requirements.
	Monitor the use of consumables, items and spares and make arrangements for their replenishment.
	Ensure the safe use, storage, calibration and disposal of pesticides and similar hazardous substances.
	Ensure work area is kept clean, tidy and secure at all times.
	Some cleaning work required of Council assets.
	Litter picking of Town Council open areas. Emptying of Town Council owned bins.
	Promote the Health & Safety of self and others.
	Respond to emergencies including possible work outside standard hours to cover emergencies and attendance at council events.
	Establish and maintain effective working relationships with managers and colleagues.
	Make recommendations to supervisor regarding improved working systems, labour and machinery utilisation.
	Dealing with members of the public and external organisations providing a high standard of service and promoting a positive image of the Town Council.
	To discharge any other duties when reasonably required by the Grounds Team Leader, Administration Team Leader or Town Clerk.
<b>Key Requirements</b>	Excellent communication skills
	Health & Safety – COSH understanding
	Flexible approach
	Basic gardening skills
	Basic turf and groundsman understanding
	Full clean driving licence
	Experience of grounds and property maintenance



## Person Specification: Grounds Person/Handyperson

The below table lists those skills which are considered essential and desirable in carrying out the role of Grounds person/Handyperson with Sandy Town Council.

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Post holder will be expected to complete training/qualifications in pesticides and basic tractor driving and trailed implements during their employment.	Any qualification relating to chainsaws, strimmers, pesticide application etc.  Basic tractor driving and trailed implements.  Qualifications relating to grounds maintenance and upkeep.
Experience	General maintenance/ handyperson back ground  Experience of dealing with people in a polite and courteous manner  Willingness to work safely and comply with Health & Safety legislation	Experience in dealing with the general public, internal customers and diffusing difficult situations
Skills & Knowledge	Able to undertake routine tasks to a specified standard  Flexible approach to work  Knowledge of Health and Safety Legislation	Knowledge and experience of Institute of Groundsman standards and practices  Knowledge of using maintenance equipment  Trees, planting and seasonal knowledge  Knowledge of Local Authority policies and procedures
Personal Qualities	Positive, 'can do' attitude  Honesty  Flexibility	

<p>Personal Qualities Continued</p>	<p>Diplomacy and tact</p> <p>A friendly disposition</p> <p>Ability to work both alone and harmoniously with staff and public</p> <p>Trustworthiness with confidential information</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and solve them</p>	
<p>Other</p>	<p>Driving licence</p> <p>Willingness to undertake outside work</p> <p>Willingness to undertake physical work</p> <p>Willingness to undertake work place training</p>	

**SANDY TOWN COUNCIL**

**COMMITTEE:** Human Resources

**DATE:** 17 December 2019

**AUTHOR:** Town Clerk

**SUBJECT:** Cleaner Vacancy

**1. Summary**

- 1.1 The position of cleaner for Sandy Town Council’s offices is currently vacant. During this interim period without a cleaner the Council’s caretaker has come in once a week to help clean the offices and toilets, while the administration staff are sharing these cleaning responsibilities on a daily basis.
- 1.2 The Council previously employed a cleaner for 7.5 hours a week at a total cost of £4,613 (Salary, NI, Pension). This was on an employment contract basis with the pay level in line with the national living wage.
- 1.3 An alternative option for having the offices cleaned could be engaging the services of a cleaning contractor. The following report provides details on the options of either employing an individual to fill the role or engaging a service provider. Members are asked to consider both options and advise whether they wish to commence with recruitment or would prefer two further quotes for a service provider to be obtained.

**2. Cleaning Service Provider**

- 2.1 Cleaning companies have been approached for quotations to provide a cleaning service for 10 Cambridge Road. A quotation has been received for £7,621.56 per annum. This cost would include cleaning materials and equipment provided by the contractor. Based on this quote there would need to be a £3,009 increase to the 2020/21 budget if a cleaning service was to be used.
- 2.2 The below summarises the opportunities and challenges of using an external contractor

<b>Opportunities</b>	<b>Challenges</b>
Ensured ongoing standard professional level of service	Greater cost to the taxpayer
Monthly inspections by a regional manager	Could result in a higher turnover of individuals doing the job
Cleaning supplies covered by contractor	Potential less interaction with the individuals carrying out the role

<p>Sick and annual leave covered by company so the cleaning would be always be carried out with no cost to the council for sick leave cover</p> <p>Short contract would allow a change or exit from the agreement if the Council were dissatisfied with the service.</p>	<p>No direct management over the work carried out by individual cleaners (reporting would be via regional manager)</p>
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**3. Contracted Employee**

3.1 The total cost of this role to the Council is £4,613. This includes salary, national insurance and pension contributions that would need to be made. This is based on a 7.5 hour week for the cleaning of all rooms and toilets in the Council offices. With the new depot becoming operational the outdoor mess room will return to acting as an office for the Grounds Team Leader and the teams break room. An allocated amount of the cleaners’ time per week will need to be factored into covering this area.

<b>Opportunities</b>	<b>Challenges</b>
<p>Allows the Council to provide a local position of employment</p>	<p>Potential greater cost to the Council if sick leave cover is ever required</p>
<p>Potential of engaging a professional cleaner with experience of cleaning</p>	<p>Additional costs to cover cleaner annual leave</p>
<p>Lower cost to the taxpayer than a contractor</p>	<p>Standard of cleaning dependant on the skills of the individual and will not necessarily be trained to meet the standards expected by a cleaning contractor</p>
<p>Direct employment and management of the cleaner</p>	
<p>Potential greater integration of employee with other team members</p>	

**4. Next Action**

4.1 If the option of a cleaning services provider is to be explored three quotes would need to go to the Policy, Finance and Resources committee on 6<sup>th</sup> January 2020. If engaging a contractor was then to be recommended the costs would need to be factored into the Budget and Precept recommendation to be considered and approved at the meeting of the Full Council on 20<sup>th</sup> January 2019.

If a recommendation was then approved to engage a contractor, they would be appointed to start in February 2020. The February and March 2020 costs would need to come from the underspend in the current years' service contracts budget.

4.2 If the option of recruiting a cleaner employed by the Town Council is to be agreed it is suggested the Council begin recruitment in January 2020 following the same timescale as the Groundsman recruitment.

- Advertise and invite applicants to apply for the cleaning position from the 2<sup>nd</sup> January 2020.
- Closing date for applications be 5pm on 21<sup>st</sup> January 2020.
- That interviews take place the week at of the 27<sup>th</sup> and 28<sup>th</sup> January 2020.
- The interview panel will comprise of the Chairman of Human Resources Committee, the Town Clerk and the Administration Team Leader.

4.3 A summary of the role of the Council's cleaner is attached.

## **TOWN COUNCIL CLEANER - JOB DESCRIPTION**

<b>JOB TITLE</b>	Cleaner
<b>SALARY</b>	£8.25 per hour
<b>HOURS OF WORK</b>	7.5 hours per week from Tuesday to Friday Exact working hours to be agreed with successful applicant. (with the ability to work additional hours when required)
<b>RESPONSIBLE TO</b>	Administration Team Leader
<b>CLEANING LOCATIONS</b>	Council Offices, 10 Cambridge Road, Sandy, SG19 1JE

The Town Council is looking to recruit a cleaner to provide 7.5 hours cleaning service. Sandy Town Council offices are central to the running of the Council's services. For this reason, it is essential that we maintain the building to the highest standards and that we look after it for the future. The post holder will make sure that the Council's offices meet the needs of all users be they Sandy Town Council staff, councillors, public or people renting meeting rooms by proactively and independently ensuring the facilities and building remains clean. This role involves a high degree of lone working.

The successful applicant must be flexible and have a keen eye for attention to detail.

### **Key Relationships**

Build and maintain productive working relationships with:

- The Clerk and Administration Team Leader
- People using and visiting the Council Chamber, including members of the public; community & volunteer groups
- People attending events or meetings in the building
- STC Councillors and colleagues
- Contractors that may be working in and around the building

### **Main Responsibilities and Keys Tasks**

- The cleanliness and general upkeep of the Council Chamber, Council offices, toilets, Mess Room and public spaces at 10 Cambridge Road.
- Cleaning and maintaining to a consistently high standard
- Identifying and suggesting repairs or improvements that the applicant comes across while carrying out their duties
- Checking and responding directly to checklists
- Ensuring washrooms have relevant stocks of supplies (soaps, paper towels)
- Respond appropriately to emergencies or urgent issues as they arise
- Being a responsible key holder for the Council offices

- Attending any required relevant group training sessions held at the Council. (i.e manual handling and first aid)
- To carry out any other reasonable duties within the overall function of the job.

### **Daily Duties**

- Clean lavatories and washrooms with appropriate cleaner provided
- Clean taps, inside and outside surrounds of the sinks
- Replenish consumable items (soap, toilet rolls, paper towels)
- Wipe paintwork
- Empty the bins
- Clean and mop floors with appropriate cleaner
- Wipe down workstations and tabletops
- Hoover the Council chamber, back offices, clerk's office and reception area
- Clean Kitchen, including microwave, fridge, sinks etc.
- Clear and wash up crockery from meetings
- Cleaning surfaces in chamber
- Dusting surfaces, windowsills, skirting