



NOTICE OF COUNCIL MEETING

A MEETING OF LUTTERWORTH TOWN COUNCIL'S STAFFING COMMITTEE

is to be held on Tuesday

13 December 2018

at the

COUNCIL OFFICES


COMMENCING AT 10.00am

**DETAILS OF THE BUSINESS TO BE TRANSACTED ARE
LISTED BELOW**

BUSINESS TO BE TRANSACTED

1. Apologies for absence
2. Declarations of Interest
3. Dispensation Requests
4. Confidential
5. Groundsman

Members of the public and press are advised that because some of the business may be considered as confidential, the public and press may be excluded from some or all of this meeting.


A ELLIS (Town Clerk)

06 December 2018

- 1) **APOLOGIES FOR ABSENCE**
- 2) **DECLARATIONS OF INTEREST**
- 3) **DISPENSATION REQUESTS IN RELATION TO DISCLOSABLE PECUNIARY INTERESTS**
- 4) **CONFIDENTIAL**

If members consider the following business to be of a confidential nature, the below resolution should be made:

“because the business to be discussed is of a confidential nature relating to members of the staff, the public and press be excluded from the remainder of the meeting.”

5) **GROUNDSMAN**

- a. Job Description – attached. The Chairman and I went through what we thought was a good job description and person specification.
- b. Hours –
Opt 1 - Summer 3 days p/w 8am to 4pm – 1hr lunch = 21hrs p/w
Opt 2 - Summer 3 days p/w 8am to 4pm – 1hr lunch = 21hrs p/w
Winter 2 days p/w 8am to 2pm – 1hr lunch = 15hrs p/w
- c. Contract
Opt 1 – 9 month annual contract
Opt 2 – 3yr contract (in line with the tender)
- d. Salary
SSP 13 to 18 (same as Aaron) (£17,870 to £18,870) pro rata
Actual – opt1 Summer £7,379 to £8,010
Actual - Opt 2 Summer (£7,379 to £8,010)
Winter (£1,367 to £1,907)

Opt 1 would mean recruiting every year, annual ride on training and H&S Courses, showing them the locations and annual PPE costs.

Opt 2 by recruiting all year round the extra salary would be absorbed as the additional costs in op1 would not be required. There are plenty of maintenance and horticultural planning jobs to be done.

It is recommended that we go for option 2 and put this in the 2019/20 budget

- e. Recruiting – recommend that because this is a part time role the recruitment process is delegated to the clerk in consultation with the chair of staffing.
- f. Advertisement – in the swift flash and local media outlets

- g. Start date – a date to be agreed with the candidate but possibly mid Feb beginning of March to carry out the necessary training, order PPE, induction etc.
- h. Probationary period – 3 months
- i. Any other points