

PRESCOT TOWN COUNCIL



Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside L34 5QX

Tele: 0151- 426- 3933

Email: townclerk@prescot-tc.gov.uk

Dated this 10th day of June 2014

To the Members of the Human Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the

Human Resources Committee for The Town of Prescot to be

held on Monday 16th June 2014 in

Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside L34 5QX

commencing at 9.30 a.m.

HUMAN RESOURCES COMMITTEE MEMBERS

Councillors, A. Flanders, S O'Keeffe, D. Allen, L. O'Keeffe, D. Friar, J Molloy
and M. Sommerfield

A handwritten signature in blue ink, appearing to read 'Daniel Wilson', with a horizontal line extending to the right.

**Daniel Wilson
TOWN CLERK**

AGENDA

1. **TO RECEIVE NOMINATIONS FOR THE POSITION OF CHAIR AND VICE CHAIR OF THE COMMITTEE**

2. **TO RECEIVE APOLOGIES**

3. **DECLARATIONS OF INTEREST**

In accordance with Standing Order 1.15 members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

4. **MINUTES OF PREVIOUS COUNCIL MEETING** Page 4

To **APPROVE** and **SIGN** the minutes of the Human Recourses Committee meeting held on 15th October 2013.

5. **MANAGING CONDUCT, PERFORMANCE AND INFORMATION POLICY** Page 5

Members are asked to **CONSIDER** and **APPROVE** the Managing Conduct, Performance and Information Policy.

6. **DIGNITY AT WORK POLICY** Page 91

Members are asked to **CONSIDER** and **APPROVE** the Dignity at Work Policy.

7. **TOWN HALL STAFFING** Page 117

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

8. **CONTRACT OF EMPLOYMENT – ASSISTANT TOWN CLERK**

Page 128

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

9. **TOWN CLERKS ADDITIONAL HOURS**

Page 136

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

PRESCOT TOWN COUNCIL

A **MEETING** of the **HUMAN RESOURCES COMMITTEE** for the **TOWN OF PRESCOT** was held on **TUESSDAY, 15TH OCTOBER, 2013** in the **WEST STREET OFFICE COMPLEX, 9 WEST STREET, PRESCOT** commencing at **1.00 P.M.**

PRESENT:

Councillors A Flanders (Chair), G Flatley (Vice Chair), L O’Keeffe, D Allen, D Friar, M Sommerfield, and J Molloy.

ALSO IN ATTENDANCE D. Wilson (Town Clerk)

1. TO RECEIVE APOLOGIES

All present.

2. DECLARATIONS OF INTEREST

No declarations of interest were made

3. CO-OPTION OF MEMBERS

It was **UNANIMOUSLY RESOLVED** to CO-OPT Cllr J MOLLOY on to the Committee.

4. MINUTES OF PREVIOUS MEETINGS

It was **RESOLVED** to **APPROVE** the minutes of the meetings for 30th January 2013, 20th March 2013 and 30th May 2013 as a true and accurate record of the business transacted.

5. CONFIRMATION OF TOWN CLERKS PERMANENT APPOINTMENT

It was **UNANIMOUSLY RESOLVED** that members **APPROVED** the permanent appointment of the Town Clerk.

6. TOWN CLERKS PRIORITIES FOR THE COMING YEAR

It was **UNANIMOUSLY RESOLVED** that members **APPROVED** the Town Clerk’s Individual Priorities for the coming year as submitted.

The meeting closed at 1.30 p.m.

Dated:.....

Signed:

**Councillor A Flanders
Chair of Committee**

**PRESCOT TOWN COUNCIL
HUMAN RESOURCES COMMITTEE MEETING
JUNE 2014**

REPORT TILTLE:

MANAGING CONDUCT, PERFORMANCE AND INFORMATION POLICY

BACKGROUND TO THE REPORT

As members are aware one of the Town Clerk's priorities for the year was to address the Town Council's lack of Human Resources policies. Among those policies to be addressed were the Discipline, Grievance, Computer Use and Email and Telephone. All of those policies are addressed by the Managing Conduct, Performance and Information Policy.

PURPOSE OF THE REPORT

Members are asked to consider the Managing Conduct, Performance and Information Policy and resolve to adopt the policy for the Town Council.

REPORT PREPARED BY:

Daniel Wilson

**PRESCOT TOWN COUNCIL
HUMAN RESOURCES COMMITTEE MEETING
JUNE 2014**

REPORT TILTLE:

Dignity at Work Policy

BACKGROUND TO THE REPORT

As members are aware one of the Town Clerk's priorities for the year was to address the Town Council's lack of Human Resources policies. Among those policies to be addressed were the Bullying and Harassment / Dignity at Work. They are addressed by the Dignity at Work Policy.

PURPOSE OF THE REPORT

Members are asked to consider the Dignity at Work Policy and resolve to adopt the policy for the Town Council.

REPORT PREPARED BY:

Daniel Wilson

**PRESCOT TOWN COUNCIL
HUMAN RESOURCES COMMITTEE MEETING
June 2014**

REPORT TITLE:

Town Hall Staffing

BACKGROUND TO THE REPORT

As members are aware the New Town Hall Project was opened in May 2014. In order to ensure the Town Council are fully able to move forward with its vision for the future and meet the challenges of operating the building to its full capacity it is necessary to appropriate staff provision is available. The Town Clerk has therefore carried out a review of the staffing requirements of the Town Hall, bench marking against the other Town Councils in the borough.

PURPOSE OF THE REPORT

Members are asked to consider the report and agree the recommendations.

REPORT PREPARED BY:

Daniel Wilson

PRESCOT TOWN COUNCIL

Town Hall Staffing June 2014

1. INTRODUCTION

1.1 As members are aware the New Town Hall Project was opened in May 2014. In order to ensure the Town Council are fully able to move forward with its vision for the future and meet the challenges of operating the building to its full capacity it is necessary to appropriate staff provision is available. The Town Clerk has therefore carried out a review of the staffing requirements of the Town Hall, bench marking against the other Town Councils in the borough.

1.2 The New Town Hall will provides facilities for hire including multi-function room, conference space, small meeting rooms, publicly accessible kitchen, bar facility (externalised) and long stay car parking spaces. In order to ensure these facilities are operated, maintained and available for use outside office hours there is requirement to employ a caretaking and cleaning facility.

Provision
Multi-Function Room
Conference Room
Council Chamber
Small Meeting Room x 2
Bar Facility
Kitchen Facility
Long Stay Parking

2 BENCHMARKING

2.1 As the Town Hall is a new facility, the Town Clerk has carried out an assessment of the facility and a benchmarking exercise comparing the costs of similar public sector services within the Knowsley area. The Town Clerk has provided a detailed explanation of caretaking and cleaner structures and costs (see appendix 1) for Halewood, Knowsley and Whiston Town Councils. For the purpose of this benchmarking exercise information in relation to below headings has been taken into account.

- Number of buildings
- Staff compliment

2.2 Halewood Town Council Buildings

Halewood Town Council offices are housed in new Ravenscourt Development along with KMBC, KHT and Knowsley PTC services. In addition to this the Town Council operate facilities at the Arncliffe Centre and the Hollies Centre, both centres offer a function room for hire with bar, the Hollies is also described as having facilities for outside caterers to use. The bar facilities at both sites are operated in house. Both venues are located in buildings that are in the region of 40 years old. Parking is available at both locations.

In order to operate these facilities, Halewood Town Council employs the staff complement below including 110 caretaking and cleaning hours per week.

- Duty Officer
- Assistant Duty Officer
- Caretaker / Cleaner
- Cleaners x 3

2.3 Knowsley Town Council

Buildings

Knowsley Town Council (KTC) offices are based at Knowsley Village Hall. The hall provides a similar facility to that of the new Prescott Town Hall with the exception of a permanent bar facility. In addition to this KTC also operate the Sports Pavilion at Pool Hey and The Bob Whiley Centre although the management of the latter has recently been taken over by a local community group who have taken responsibility for the running of the centre. No bar or catering facilities are available at either site.

In order to operate these facilities, Knowsley Town Council employs the staff complement below including 70 administration hours per week.

- Caretaker x 3
- Cleaner

2.4 Whiston Town Council

Buildings

Whiston Town Council officers are located within Whiston Town Hall. Whiston Town Hall is the closest comparison with the new Prescott Town Hall, providing a large function room council chamber, office space and car parking. The town hall has also recently benefited from the addition of a fitness suite to accommodate a local boxing club. In addition to the Town Hall Whiston Town Council also operate facilities at the George Howard and the Robert Foulkes Centres. The Town Council have an externally provided bar facility at Whiston Town Hall. Each of the buildings offered by Whiston Town Council is quite different in age and appearance and size. The George Howard centre is the most contemporary followed by the Town Hall, the Robert Foulkes centre is a more traditional community centre. Considerable car parking is available at both the Town Hall and The George Howard centre.

In order to operate these facilities, events and administer the business of the Council, Whiston Town Council employs the staff complement below including 112 administration hours.

- Site Manager
- Caretaker x 5
- Cleaner x 5

2.5 Prescot Town Council

Buildings

Prescot Town Council now operate the new Town Hall.

At present Prescot Town does not have any caretaking or cleaning staff.

3 FINDINGS

3.1 The benchmarking exercise has revealed that there are a number of differences between operation, facilities and activities for each of the four Town Councils. However there are also a number of commonalities between Prescot's neighboring Town Councils.

3.2 Buildings Staff Provision

Prescot's neighbouring Town Councils make different levels of provision for their centres. In order to provide a basis for comparison the number of hours employed in managing (caretaking / cleaning) the centres has been averaged out in the table below.

Council	Number of Building physically managed	Total Staff Hours	Average per centre
----------------	--	--------------------------	---------------------------

Halewood	2	143	72
Knowsley	2	100	50
Whiston	3	190	63
Combined average			62

The requirement for staff provision at centres is entirely dependent on the level of demand however the commonality between the neighbouring Town Councils should be recognised.

4 CONCLUSIONS

4.1 It is also apparent that the running of the New Town Hall will provide additional challenges, with the neighbouring Town Councils employing an average of 62 operational hours per centre.

4.2 It is clear from the bench marking exercise that the current staff establishment of Prescot Town Council is not adequate to maintain its high level of performance and manage and operate a new facility.

5 PROPOSALS

5.1 As members are aware the move to and operation of the new Town Hall is a significant landmark in the Town Councils history/ progression. In July 2013 the Town Clerk was tasked with developing a staff establishment that would support the achievement of these goals and enable the Council to operate the New Town Hall.

5.2 Town Hall Staffing Requirement

The Town Clerk has developed a model of the caretaking staffing requirement at the New Town Hall which can be seen as appendix 2. The model includes cleaning hours but discounts office hours Mon- Fri 9am-5pm (as office staff will be attempt to provide support to hirers although this may not be feasible in all instances). In order to ensure the Town Hall is able cope with all levels of demand the model shows the Town Hall operating a maximum capacity when a caretaking provision would be required this results in a caretaking provision of 66 hours. Associated costs and income have also been included to affirm financial viability of the caretaking provision (these costs are indicative of 60 hours per week). Any hire of facilities within office hours would be pure profit with the exception of heat and light costs. A job description for the Caretaker / Cleaner Role has been developed and is attached as appendix 3.

6 RECOMMENDATIONS

- 9.1 Using the powers granted under section 112(1) of the Local Government Act 1972 members:
- Approve the appointment of ONE caretaker / cleaner until the demand for the Town Hall reaches such a point that further resources are required.
 - proposed job description and person specification as provided in appendix 3 to this report.
- And
- Instruct the Town Clerk to begin the recruitment process with immediate effect.

HALEWOOD**Information provided by the Town Clerk of Halewood Town Council**

Position	Salary Band	Annual Salary		Hours Worked	Actual Salary	Pension On Costs	NI On Costs	Actual Staff Costs £
Assistant Manager	Scale 3/4	19,317		35	19,317	2,221	1,209	22,747
Duty Officer	Scale 3	17,168		35	17,168	1,974	985	20,127
Assistant Duty Officer	Scale 2/3	16,379		25	11,699	1,345	416	13,461
Caretaker / Cleaner	Scale 1/2	15,598		16	7,131	820	-	7,951
Part-Time Domestic	Scale 1	12,266		12	4,206	484	-	4,689
Part-Time Domestic	Scale 1	12,266		8	2,804	322	-	3,126
Part-Time Domestic	Scale 1	12,266		12	4,206	484	-	4,689
Operational Staff Total				143				76,791

WHISTON**Information provided by the Town Clerk of Whiston Town Council**

Position	Salary Band	Annual Salary		Hours Worked	Actual Salary	Pension On Costs	NI On Costs	Actual Staff Costs £
Site Manager	Scale 5	21,244		35	21,244	2,443	1,409	25,096
Full Time Caretaker	Scale 1	12,266		35	12,266	1,411	475	14,152
Part-Time Caretaker	Scale 1	12,266		4	1,402	161	-	1,563
Part-Time Caretaker	Scale 1	12,266		10	3,505	403	-	3,908
Part-Time Caretaker	Scale 1	12,266		10	3,505	403	-	3,908
Part-Time Caretaker	Scale 1	12,266		10	3,505	403	-	3,908
Part-Time Domestic	Scale 1	12,266		10	3,505	403	-	3,908
Part-Time Domestic	Scale 1	12,266		10	3,505	403	-	3,908
Part-Time Domestic	Scale 1	12,266		9	3,154	363	-	3,517
Part-Time Domestic	Scale 1	12,266		6	2,103	242	-	2,345
Part-Time Domestic	Scale 1	12,266		6	2,103	242	-	2,345
Caretaker Overtime	Scale 1	12,266	£6.74	45	15,865	1,824	850	18,539
Operational Staff Total				190				87,096

KNOWSLEY TOWN**Information provided by the Town Clerk of Knowsley Town Council**

Full Time Caretaker	Scale 3	17,168		35	17,168	1,974	985	20,127
Full Time Caretaker	Scale 3	17,168		35	17,168	1,974	985	20,127
Part-Time Caretaker	Scale 3	17,168		15	7,358	846	-	8,204
Part-Time Domestic	Scale 1	12,489		15	5,352	616	-	5,968
Attendance Bonus Scheme payments	350 per person	2,100			2,100	242	290	2,631
Operational Staff Total				100				57,058

Prescot Town Council

Town Hall Caretaker Operating Hours

Day	Cleaning Hours		Community use within office hours							Community use outside office hours						Function Hire	CT Hours Required	
	7-8	8-9	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Monday	0.5	1								1	1	1	1	1	0.5			8
Tuesday	0.5	1								1	1	1	1	1	0.5			8
Wednesday	0.5	1								1	1	1	1	1	0.5			8
Thursday	0.5	1								1	1	1	1	1	0.5			8
Friday	0.5	1								1	1	1	1	1	1	1	1	10.5
Saturday			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
Sunday			1							1	1	0.5						8.5
Totals		5	0	1	2	2	2	2	2	7	7	7	7	6	6	4	2	66

Cleaning	Office & Community	Community	Function

Hatching represents hours when an income is derived

Associated Costs

Day	Cleaning Hours	Cleaning Hours Costs	CT Hrs Only	CT Costs	Associated income at lowest revieceable rate	Office Hr Booking	Profit
Mon	1.5	£ 11.48	6.5	£ 49.73	£ 50.00		£ 0.27
Tue	1.5	£ 11.48	6.5	£ 49.73	£ 50.00		£ 0.27
Wed	1.5	£ 11.48	6.5	£ 49.73	£ 50.00		£ 0.27
Thu	1.5	£ 11.48	6.5	£ 49.73	£ 50.00		£ 0.27
Fri	1.5	£ 11.48	9	£ 68.85	£ 100.00		£ 31.15
Sat	1	£ 7.65	15	£ 114.75	£ 220.00		£ 105.25
Sun	1	£ 7.65	8.5	£ 65.03	£ 140.00		£ 74.98
Weekly Totals	9.5	£ 72.68	58.5	£ 447.53	£ 660.00	0.00	£ 212.48
Annual Totals	494	£ 3,779.10	3,042	£ 23,271.30	£ 34,320.00	-	£ 11,048.70

PRESCOT TOWN COUNCIL



JOB DESCRIPTION

POST TITLE:	Town Hall Caretaker / Cleaner
GRADE:	Manual Grade 3 - Salary £12,614 pro rata
HOURS:	Basic Contractual Hours 20 per week Additional hours may be required subject to service demand
ACCOUNTABLE TO:	Town Clerk and Deputy Clerk
RESPONSIBLE FOR:	None

Purpose of the Post

To facilitate the day to day running of the Town Hall and ensure a clean and safe environment for users. To be responsible for the security of the premises and its contents. To offer a positive and welcoming service to the community and to provide groups and individuals with assistance, support or information in booking and using the facilities.

Key Responsibilities**Building Management**

1. To ensure that the building is opened punctually, adequately heated and prepared for users, including the provision and arrangement of tables, chairs and other necessary equipment.
2. To act as main key holder for the site and be the first point of contact for emergency call-outs.
3. To monitor the condition of the building, systems, fixtures and contents and to report any obvious defects or need for maintenance.

4. To forward any booking requests from users to the Town Council admin section in accordance with the Town Hall Booking policy.
5. To promote the Town Hall to potential users in order to maximise usage whenever appropriate.
6. To carry out weekly inspections of the building to ensure Health and Safety compliance using the checklist provided, Under guidance of the town clerk.
7. To be aware of the location of all stopcocks, gas and electricity meters and to provide readings as required.
8. To ensure that all escape routes are clear from obstruction, to assist in the operation of regular fire drills as required by Health and Safety Fire Regulations, and to ensure that all fire exit doors are operable during opening hours for the safety of the users of the Hall.
9. To maintain and update the Town Hall user handbook including a record of fire alarm tests.
10. To ensure that information provided on notice boards is maintained and up-to-date and that the Council's Certificate of Insurance is displayed.
11. To ensure that all heating and lighting is switched off after building usage has ceased.
12. To ensure that the Accident Book is kept up to date.

Building Security

13. To ensure the security of the premises and the testing/activation/de-activation/resetting of appropriate alarm systems.
14. To ensure that all windows, doors, shutters and gates are closed, locked and secured at the end of each day or after usage.

Cleanliness and Hygiene

15. To ensure the overall cleanliness of the premises, particularly toilets and food preparation areas.
16. To ensure the safe and secure storage of cleaning agents and other potentially hazardous materials.
17. To operate cleaning equipment in a safe way in accordance with manufacturer / COSHH regulations.
18. To ensure that there is an adequate supply of soap, towels, and toilet tissue in toilet areas and that any hand drying equipment is functioning properly.
19. To clean internal glass and internal and external door glass.
20. To clean internal and external windows at ground level.
21. To be responsible for maintaining stocks of cleaning equipment.

General Maintenance

22. To undertake general maintenance and minor repairs to fabric and furnishings including replacing light bulbs, small re-painting jobs (such as entrance handrails or doors), toilet seats and flushes.
23. To ensure that all electrical appliances are switched off and unplugged after use, correctly stored away and operated in accordance with Health and Safety regulations.
24. To empty internal rubbish bins daily and ensure that external refuse is stored in an appropriate manner and to support any recycling initiatives.

Grounds Maintenance

25. To ensure that the surrounds of the building including paths, car park, flowerbeds and entrances are clean and free of litter, debris and weeds and report any obvious defects that may create a hazard.
26. To keep paths and entrances free of ice and snow (under direction from the Town Clerk).
27. Any other reasonable duties commensurate with the post and deemed appropriate by the Town Clerk.

Other Operational Duties

28. To act as primary first aider on site.

PRESCOT TOWN COUNCIL



PERSON SPECIFICATION (UPDATED MARCH 2014)

CARETAKER/CLEANER

QUALIFICATIONS	<ul style="list-style-type: none">• NVQ or Equivalent in Cleaning and support service (preferred but not essential as training will be provided)• Basic Health & Safety (preferred but not essential as training will be provided.)	D D
-----------------------	--	--------------------------

	<ul style="list-style-type: none"> • Manual Handling (preferred but not essential as training will be provided) • First Aid Training (preferred but not essential as training will be provided) 	<p>D</p> <p>D</p>
SKILLS	<ul style="list-style-type: none"> • Ability to take responsibility for the opening and closing of the building. • The ability to ensure that the cleanliness of the work place is maintained to a high standard. • The ability to undertake minor repairs. • The ability to maintain adequate stock/stores. • Ability to use equipment as instructed and trained. • Ability to inform management of any health and safety issues which could place individuals in danger. • The ability to comply with health and Safety as the requirements for duties and responsibilities 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed to public standards and enhancing community life • Committed to the highest standards of customer care • The ability to work as a member of a team • Ability to recognise opportunities for service development • Positive, flexible attitude with a proactive approach. • Willingness to undertake “call outs”. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

E = Essential

D = Desirable

Appendix 3

PRESCOT TOWN COUNCIL



JOB DESCRIPTION

POST TITLE: Town Hall Caretaker / Cleaner

GRADE: Manual Grade 3 - Salary £12,614 pro rata

HOURS: Basic Contractual Hours 20 per week
Additional hours may be required subject to service demand

ACCOUNTABLE TO: Town Clerk and Deputy Clerk

RESPONSIBLE FOR: None

Purpose of the Post

To facilitate the day to day running of the Town Hall and ensure a clean and safe environment for users. To be responsible for the security of the premises and its contents. To offer a positive and welcoming service to the community and to provide groups and individuals with assistance, support or information in booking and using the facilities.

Key Responsibilities

Building Management

29. To ensure that the building is opened punctually, adequately heated and prepared for users, including the provision and arrangement of tables, chairs and other necessary equipment.
30. To act as main key holder for the site and be the first point of contact for emergency call-outs.
31. To monitor the condition of the building, systems, fixtures and contents and to report any obvious defects or need for maintenance.
32. To forward any booking requests from users to the Town Council admin section in accordance with the Town Hall Booking policy.
33. To promote the Town Hall to potential users in order to maximise usage whenever appropriate.
34. To carry out weekly inspections of the building to ensure Health and Safety compliance using the checklist provided, Under guidance of the town clerk.
35. To be aware of the location of all stopcocks, gas and electricity meters and to provide readings as required.
36. To ensure that all escape routes are clear from obstruction, to assist in the operation of regular fire drills as required by Health and Safety Fire Regulations, and to ensure that all fire exit doors are operable during opening hours for the safety of the users of the Hall.
37. To maintain and update the Town Hall user handbook including a record of fire alarm tests.
38. To ensure that information provided on notice boards is maintained and up-to-date and that the Council's Certificate of Insurance is displayed.
39. To ensure that all heating and lighting is switched off after building usage has ceased.
40. To ensure that the Accident Book is kept up to date.

Building Security

41. To ensure the security of the premises and the testing/activation/de-activation/resetting of appropriate alarm systems.
42. To ensure that all windows, doors, shutters and gates are closed, locked and secured at the end of each day or after usage.

Cleanliness and Hygiene

43. To ensure the overall cleanliness of the premises, particularly toilets and food preparation areas.
44. To ensure the safe and secure storage of cleaning agents and other potentially hazardous materials.

45. To operate cleaning equipment in a safe way in accordance with manufacturer / COSHH regulations.
46. To ensure that there is an adequate supply of soap, towels, and toilet tissue in toilet areas and that any hand drying equipment is functioning properly.
47. To clean internal glass and internal and external door glass.
48. To clean internal and external windows at ground level.
49. To be responsible for maintaining stocks of cleaning equipment.

General Maintenance

50. To undertake general maintenance and minor repairs to fabric and furnishings including replacing light bulbs, small re-painting jobs (such as entrance handrails or doors), toilet seats and flushes.
51. To ensure that all electrical appliances are switched off and unplugged after use, correctly stored away and operated in accordance with Health and Safety regulations.
52. To empty internal rubbish bins daily and ensure that external refuse is stored in an appropriate manner and to support any recycling initiatives.

Grounds Maintenance

53. To ensure that the surrounds of the building including paths, car park, flowerbeds and entrances are clean and free of litter, debris and weeds and report any obvious defects that may create a hazard.
54. To keep paths and entrances free of ice and snow (under direction from the Town Clerk).
55. Any other reasonable duties commensurate with the post and deemed appropriate by the Town Clerk.

Other Operational Duties

56. To act as primary first aider on site.

PRESCOT TOWN COUNCIL



PERSON SPECIFICATION (UPDATED MARCH 2014)

CARETAKER/CLEANER

QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ or Equivalent in Cleaning and support service (preferred but not essential as training will be provided) • Basic Health & Safety (preferred but not essential as training will be provided). • Manual Handling (preferred but not essential as training will be provided) • First Aid Training (preferred but not essential as training will be provided) 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>
SKILLS	<ul style="list-style-type: none"> • Ability to take responsibility for the opening and closing of the building. • The ability to ensure that the cleanliness of the work place is maintained to a high standard. • The ability to undertake minor repairs. • The ability to maintain adequate stock/stores. • Ability to use equipment as instructed and trained. • Ability to inform management of any health and safety issues which could place individuals in danger. • The ability to comply with health and Safety as the requirements for duties and responsibilities 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed to public standards and enhancing community life • Committed to the highest standards of customer care • The ability to work as a member of a team • Ability to recognise opportunities for service development 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none">• Positive, flexible attitude with a proactive approach.• Willingness to undertake “call outs”.	E E
--	--	----------------------

E = Essential

D = Desirable