

**Portishead Town Council Staffing & Finance Committee Agenda item 6:
Recommendation to approve final roles in the staff structure
Wednesday 24th November 2021**



The work of the Council team is entirely aimed at supporting the community. The team's responsibilities include 'business as usual' such as town and grounds maintenance and repairs; play area inspection and maintenance; managing and hiring the Halls and maintaining public toilets; overseeing and maintaining allotments; responding to resident enquiries and signposting to correct answers; communicating facts and messages; plus, all of the regulatory requirements that come with running a Town Council such as Committee support; coordinating consultation responses, etc. Also, the team delivers many special projects such as the Lake Grounds Skate Park; Play Area refurbishments; delivery of the Community Renewal Fund Wellbeing projects; supporting the RNLI in their quest to improve safety access, etc. A full complement of staff with the necessary skills and experience is required to deliver the work efficiently and professionally, within reasonable timescales and budgets.

It is recommended to add 2 functions to the previously agreed staffing structure to carry out the following duties:

- Many of the Council's responsibilities and priority projects relate to open spaces and outdoor amenities. An Amenities and Outdoor Projects Manager will be responsible for:
 - On-going inspection, maintenance, repair and management of outdoor amenities e.g., play areas and skate park, bins and cleaning, bus shelters, allotments and the town centre, etc.
 - Project manage outdoor amenity projects through to fruition e.g., the Lake Grounds Skate Park project, grounds, cleaning and asset contract reviews, town centre improvement projects, etc.
 - Line manage the Grounds & Town Maintenance Officer (previously known as the Town Orderly) and manage grounds contracts.
- Administration support will:
 - Produce Full Council and Committee meeting minutes (at least 38 meetings per year).
 - Provide ad-hoc data entry and administration support e.g., consultation responses, maintaining Parish Online (the online tool which maps town assets), filing, etc.
 - This would be a part-time requirement for on average 5-6 hours per week.

This would take the total team resource to 12.60 full time equivalents (FTEs) as almost all of the Council team work part-time. 12.60 FTEs is still well-below the average for a town with the population the size of Portishead.

The proposed structure is displayed overleaf.

Recommendations:

- 1 To authorise the Town Clerk with support from members of the Staffing & Finance Committee to recruit to cover amenities & outdoor projects management and administration functions, benchmarking salaries against the rest of the staff and standard local authority grading process.

Proposed structure:

