

CENTRAL SWINDON NORTH PARISH COUNCIL

Grounds, Landscape & Maintenance Officer

9th November 2020

1. Recommendation

To review the recommendation of the Finance & General Purposes Committee to appoint a Full Time, Handyman & Grounds Officer as outlined in the Job Description & Person Specification.

2. Introduction

Since commencement of the Parish Council in 2017, the Councils Grounds Maintenance and Street Cleansing have operated as an outsourced service. In July 2020 the contractual relationship novated from SBC to IDVerde; on a revised and improved schedule.

The outsourced IDVerde team manages the Councils street cleansing, parks, verges and open spaces, carrying out identified grounds and cleansing functions. There is however inevitably areas which can be improved or enhanced which could only be recognised fully, once the contract had been in operation for some time.

Since the agreement reached with IDVerde in July 2020, there has been an ongoing informal operational review of the Grounds Maintenance Service; with a view to benchmarking cost and quality; as well as identifying additional 'high traffic', 'prominent' or 'gateway areas' which could benefit from additional resource. This could be to enhance the look of a high traffic area or promote the economic prospects of our retail areas; in an exceptionally challenging time.

The Parish Council holds a number of such areas. Although not an inclusive list, examples include:

Blaire Parade, Clive Parade, The Circle precinct, Cricklade Road, Rodbourne Road, Penhill/Corsham Parade as well as leased Community Centres.

For an example of where this strategy is in place already, Councillors are invited to look to Wiltshire. There, high-profile areas which may be neglected, receive additional care, this is delivered through their 'Sparkle Gang'. A dedicated team which aims to assign works to help support volunteer programmes and improve strategically important areas. More information on Wiltshires Sparkle gang can be found here: <https://www.wiltshire.gov.uk/highways-streetscene-enhanced-services>

Since July 2020 Parish Councillors have consistently raised points on themes such as the requirement for improvement of reporting and monitoring of problem areas and ensuring that any service efficiencies delivered as a result of the revised contract; are identified quickly and mitigating action taken.

As the Council moves into month six of the contract, now is the time to develop a business model that helps enhance our current arrangement.

It is proposed to consider a complementary in-house resource; which will support the established key functions of the IDVerde contract

A Job Description and Person Specification has been created for a Grounds, Landscape & Maintenance Officer which outlines a number of key tasks undertaken by the role. Councillors are now asked to consider firstly whether they see benefit in the additional resource and if so, by what method to proceed.

3. Options Appraisal

Option 1: Do not appoint further resource to Grounds, Landscape & Maintenance.

Option 2: Appoint In-house

Please refer to the Job Description and Person Specification for technical details.

Salary of £24,313 with 33% associated costs for Pension and NI of £8,023.

Cost per Annum = £32,336.29. No VAT Payable.

Vehicle including Plant and Equipment

Utilise Existing Vehicle(s).

Supply plant and equipment including hand tools to include, strimmer, hedge cutters and blower.

Cost: = **£3,000 per annum**

Total Combined: £35,336.29

Option 3: Appoint though an IDVerde CCN (Change Control Notice).

Similar Job Description and Person Specification. IDV advised the Pay rate for this staff member would start around £19,240 for a 37-hour week, on IDVerde Terms and Conditions (not NJC Terms and Conditions).

National Insurance contribution of 13.80%

Stake Holder Pension contribution of 3.0%

Paid Holiday (28 days)

Paid Sick Leave, up to one month.

Training

Uniform and PPE

Health and Safety

Cost per Annum = £25,384.49 plus reclaimable Vat (£30,461).

Vehicle including Plant and Equipment

To Supply a vehicle (possibly a Berlingo type van) fully inclusive of depreciation, maintenance and fuel costs on an annual basis.

Supply plant and equipment including hand tools to include, strimmer, hedge cutters and blower.

Cost: = **£9,300 per annum**

Total Combined: £34,684.49 per annum (-£651.80)

