

CLERK'S REPORT TO: APPOINTMENTS COMMITTEE
DATE OF MEETINGS: 31 MARCH 2014
SUBJECT: COMMUNITY HALL
AGENDA ITEMS 4 AND 5

1 INTRODUCTION

At the Parish Council meeting held on 6 March 2014, the Parish Council approved a specimen job description, as amended at the meeting. The Committee is now invited to consider

- a more detailed job description, based on what was agreed on 6 March;
- an appropriate contract of employment; and
- the recruitment process.

2 JOB DESCRIPTION-CONTRACT OF EMPLOYMENT

A copy of the amended job description, incorporating the model job description extracted from Village Halls Advisory Note 22 is now enclosed for consideration. Members may find it helpful to bring their own copy of the job description considered on 6 March.

The following need to be considered and there may be other matters, not yet identified, which also require consideration.

- Review of job-holder's title. The Parish Council has agreed that the style of the job should be "Caretaker" and it has been advertised as such in the newsletter.
- Minimum number of hours each week. How will a working month be scheduled to ensure that the caretaker is able to plan his own non-working arrangements?
- Is payment intended to be a salary or a wage? For example; in months where there are no casual bookings, the caretaker would continue to be paid if he/she is salaried, but will receive no payment if this is intended to be a wage.
- Annual leave arrangements, including holiday cover for caretaker.
- Should the caretaker be responsible for checking the hall at the end of every use, which would include hire periods by regular users? Current use is daily, except for Tuesdays. This question is posed mainly because the Clerk and Chairman have been made aware that lighting has been left on and windows left open after regular users' activities. Despite enquiries of all users, each has declined responsibility. However, it is part of the hire agreement that users are responsible for securing the building after use.
- Term of contract – suggest that this be a fixed term for 6-months. If the job starts on 1 June 2014, this would conclude on 30 November 2014.
- Probationary period – even though this is a short-term contract, a short probationary period would be advisable in the event of the post-holder proving unsatisfactory.
- Person-specification requirements.

3 RECRUITMENT ARRANGEMENTS

Members are invited to consider the following:

- The post has been advertised in the newsletter in broad terms only.
- Should a more detailed advertisement be placed in the local press?
- Does the advertisement need to refer to DBS checks (i.e. "disclosure and barring" which is the replacement for the former CRB checks) or will this be a matter to be raised at interview?

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- Should application be by way of an application form, rather than requesting a letter and CV?
- Format of interview, type of questions to be asked of candidates.
- A date for interviews to be agreed and whether it should be the whole Committee or three Members only.

Interview: Members who have no previous experience of interviewing candidates will need guidance on interviewing techniques/questions. Members might wish to draw up a list of questions which would be appropriate.

Questions should not be of a personal nature but should be related to the job-role. The only personal question which might be relevant is whether the candidate would have the time to do the job. At present, the hours have not been specified and candidates might consider the hours either too many, or even too few.

4 CLERK'S ROLE

The Clerk's role will continue to be the operation of the bookings system, the procedure for which is as follows, unless Members consider that this is appropriate for the caretaker/key-holder:

- ◆ Take phone call or e-mail booking (phone call bookings now limited to 9.00 am – 5.00 pm); check hall availability and book on-line.
- ◆ E-mail the two councillors (SGF/JH) to ensure that one of them is available to open and close for the event.
- ◆ Enter into hard copy diary (this is retained for ease of access and as back-up to electronic system)
- ◆ Confirm booking to user, attaching copy of hire agreement and invoice, informing them of arrangements leading up to and on the day of the booking. This includes the option for them to make an appointment to view the hall. (This is currently carried out by SGF/JH or, if on a Saturday, the Clerk.)
- ◆ Enter booking onto income spreadsheet.
- ◆ Update schedule of hall bookings.
- ◆ Issue weekly bookings schedule to cleaning contractor
- ◆ Follow-up on outstanding payments; deposit in bank; reconcile with bookings.
- ◆ Report income and expenditure to the Parish Council as part of the quarterly financial reports.

Carol Jones
Clerk
24 March 2014