**Rossett Community Council**

**Staffing Meeting**

**Tuesday 30th June 2020**

Attendees: Cllr Roberts, Cllr Woods, Cllr Todd and Wendy Pace

The Clerk confirmed that Terry Price, the Park Warden had resigned from his role. He had given a months’ notice, finishing on 26th July however, had requested unpaid leave as he did not want to return to work after 26th June and did not have adequate annual leave. The Clerk had agreed that he could reduce his notice period to eliminate the need for unpaid leave so, his last date of employment would be 19th July.

Prior to the vacancy being advertised it was felt timely to consider if the role and/or responsibilities should be altered in any way. The Clerk confirmed that currently the Street Warden works 10 hours per week and the Park Warden 9 hours per week. They are both on a rate of pay equal to the Living Wage Foundation (currently £9.30). As well as maintaining the main play area, the Park Warden currently does safety checks on the equipment at Greenfields and Mountain View as well as litter picks around the bus stop on Chester Road. One consideration was for the Street Warden to be allocated the safety checks at the other play areas to reduce the need for the Park Warden to travel and enable the Street Warden to keep regular checks regarding on-going maintenance at Greenfields and Mountain View. Cllr Roberts also suggested the possibility of merging the two roles so both members of staff covered the two roles. The Clerk reported that it does work well that the Street Warden will cover the duties of the Park Warden during periods of annual leave and/or sickness.

Cllr Todd questioned if local young people could be employed for a small part of the job in an aim to give local young people an opportunity of employment but also take a pride in the local area. There were a number of concerns regarding lone working, admin procedures for payroll, lack of DIY skills that would unfortunately make this suggestion difficult to progress.

The committee were agreeable to the safety checks at Greenfields and Mountain View and litter picking at the bus stop being reallocated to the Street Warden, this would reallocate 2 hours per week from the Park Warden role to the Street Warden.

The Park Warden currently works 7 days a week in order to maintain a tidy play area and it was agreed that this would ideally be required from the new post holder.

The Clerk will draft an advertisement and review the job description, amending both should the proposed changes be agreed. Cllr Todd suggested that the post be advertised in Essentials which would hopefully reach a wider audience than Facebook and Cllr Woods also suggested putting the advert on telegraph poles etc locally.

The Clerk also requested a review of some employment related policies which were in force but had not been reviewed for some time. As the Clerk is due to review employee risk assessments very soon with Cllr Woods, it was agreed that they would also consider the policies and make recommendations for changes where necessary.