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| Committee | Assets & Services |
| Month | May 2021 |
| Report Title | Recruitment to Operations Vacancy |
| Report Author | Lisa Courtney, Town Clerk / Terry Frostick, Operations Manager |
| Attachments | None |

Purpose of Report

To inform Committee of the current staffing needs of the Town Council in relation to the operational requirements of the Town Council and event management.

Introduction

The Town Council is currently carrying a vacancy for an Operations post. Traditionally this post has covered duties such as grass cutting, maintenance works and general operative duties (manual). With the Town Council’s revised cutting regime (ie, grass cut less frequently) and Covid restrictions since 2020 and ongoing, this post has remained vacant for a year. The post also covered and supported cover duties for events and bookings in the Town Hall and the market.

It is evident that the traditional role of the Operations post is no longer required in its present format but there remains an overwhelming need to offer support for event bookings, hirings and market duties.

Further information:

Since national covid restrictions have been eased, the Council has seen an unprecedented demand for bookings of the Town Hall and other facilities. There is also a community drive for the Town Council to host and manage community events and activities, with an unprecedented demand for the Town Council to further support and assist 3rd parties with their events.

At the present time, this extra demand is being met by existing staff and this is unsustainable. Many staff currently work over their contracted hours; this has a financial impact on the Council as well as not being good on a longer term basis for staff welfare.

Financial Implications

No direct financial implications as the post is an integral part of the staffing structure and is contained within the 2021/22 budget. Council will recognise a decrease in overtime payment currently paid to existing staff who are covering the duties.

Recommendation:

To convert the existing Operations post to an Event Officer. This will have a zero effect on the budget given the Operations post is an existing, integral part of the Town Council's staffing structure and budget.

To authorise the Town Clerk and Operations Manager to fill the vacancy as appropriate.