



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community
Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

17th July 2024

Dear Councillor,

You are hereby summoned to attend the Extraordinary Meeting of Duston Parish Council to be held at Duston Community Centre on Monday 22nd July 2024 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

60/24. To receive apologies for absence

61/24. To receive and approve the minutes of the meeting held on Thursday 11th July 2024 (APPENDIX A)

62/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed)

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and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

63/24. Public Participation Session (Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).

64/24. Exclusion of Public and Press

In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisations, the public shall be excluded while the following items is discussed. This is in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by the Local Government Act 1972.

- a) To discuss the current staff structure and the Staffing Review Report. The Staffing Review Report was commissioned by the Resources & General Purposes Committee (APPENDIX B)
- b) To discuss the draft letter to staff (APPENDIX C)
- c) To discuss next steps if appropriate
- d) To delegate to the Clerk, in consultation with the Chair of Council, to bring back to Council prior to any implementation.



AGENDA

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk



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FULL COUNCIL MINUTES
THURSDAY 11th July 7pm 2024

Chair: Cllr P Enright-King

Councillors Present:

Littlewood, Ingram, Maitland, Roper, Liddon, Ennis-Clark, Golby, Craven

IN ATTENDANCE:

Gary Youens – Clerk

42/24. To receive apologies for absence

- Apologies were received from Cllrs Barnes, Mumford and Dickinson.

43/24. To receive and approve the minutes of the meeting held on Thursday 6th June 2024

- That the minutes of the meeting held on the 6th June 2024 (APPENDIX A) were approved as a true record and duly signed by the Chair.

44/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- None were declared.

45/25. Public Participation Session

- There were no speakers from the public.

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46/24. To receive any information update on Section 106 / Community Infrastructure Levy

- Applications forms for new play equipment and a path around the perimeter of Errington Park has been submitted. We are waiting to hear back from the WNC S106 team.
- In the Autumn the Clerk will try and get another meeting with S106 officer. Two have happened already between the S106 officer and the Clerk (Gary Youens) and Cllr Ingram.

47/24. Councillor Reports – Information Only

- Councillors gave various reports on their activities.

48/24. PLR Report

- Cllr Liddon presented his PLR report. He raised the relationship between the Parish Council and the neighbourhood policing team.

49/24. Village Hall Hedge

- Usually Duston Parish Council does not get involved in maintaining private and commercial land. However, this land is owned (freehold) by the charity of Duston Village Hall (Duston Institute). Duston Village Hall is a not for profit charity.
- Duston Parish Council has received requests from residents to do something about the overgrown hedge blocking the pavement.
- It is noted that there is a lot of local history with the Duston Village Hall which is now over 100 years old. It is understood the previous Duston Parish Council used to have some of their meetings in that hall.
- Council discussed the report presented by the Clerk which gave various options for Council to choose (APPENDIX C).
- **RESOLVED:**
 - a) The Grant from Duston Village Hall (APPENDIX B) was not approved
 - b) That the hedge should be kept and not removed.
 - c) Duston Parish Council, with agreement of Duston Village Hall, should maintain the hedge going forward. This helps the Village Hall Charity, Village Hall users and all nearby residents who use the adjacent footpath.
 - d) For the time being the Clerk will use contractors (money virement from the Grants budget). In due course Council will consider how best to fund this long-term during its annual budget setting process.

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50/24. Planters

- Views were expressed that planters should be a core service that DPC delivers to the local community.
- **RESOLVED:**
 - a) To purchase and install two planters (APPENDIX D) for the amenity shops on Weggs Farm / Bordeaux Close. Using CIL.
 - b) To purchase and install 25 lamppost planters along Main Road and Quarry Road once permission has been obtained (APPENDIX D). Using CIL. Sponsorship will be later sort.

51/24. Bench Sponsorship Policy

- **RESOLVED:**
 - a) Not to have external organisations sponsor Duston Parish Council owned benches.
 - b) In due course organisations will be informed about sponsorship of lamppost planters.

52/24. Duston Fun Day

- **RESOLVED:**
 - a) That the staff are thanked for another successful Duston Fun Day. This has become a real highlight in the local calendar.
 - b) Councillors gave feedback on Duston Fun Day. Following serious concerns raised by the Chair of the Council in relation to security of the event this matter will be referred to the Community Services Committee for further discussion.

53/24. Timken Gates

- **RESOLVED:** The Timken Gates and adjoining railings are refurbished using CIL. Cost is approximately £1540 + VAT (APPENDIX G).

54/24. Local Insight Data

- Recently there has been a meeting between Cllr Golby, the Clerk, BCD Manager and WNC Public Health Officers on the large volume of data available about local communities. Using Artificial Intelligence the data can be summarised into some key points.
- Cllr Gobly presented a summary of the data and how it can be used at the local level (APPENDIX H). Cllr Golby and the Clerk are both keen to use this data to inform the DPC Health & Wellbeing Strategy.

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- **RESOLVED:** To note the Local Insight Data and that it should be used to progress the DPC Health & Wellbeing Strategy.

55/24. Remembrance

- The Clerk gave an overview of what DPC currently does for remembrance. This usually includes decorating the bank at St Luke's Centre, armed forces flags at our centres and poppies on lampposts. DPC also keeps the war memorial tidy and free of weeds.
- A view was expressed that the Parish Council should support initiatives for peace and promote individual stories of the detrimental impact of war.
- **RESOLVED:**
 - a) To note the what DPC currently does for Remembrance such as decorating the bank at St Luke's and poppies on lampposts.
 - b) That individual stories of war are promoted whenever possible so it helps with bringing about peace.

56/24. Devolution

- There was a discussion about whether DPC would welcome services from WNC being devolved down to the parish level. Broadly speaking DPC would welcome devolution of some services but concern was raised about whether they would be adequate funding.
- Whilst devolution was a welcome idea many were sceptical that WNC will consider it in the foreseeable future.
- **RESOLVED:** For the Environment Committee to discuss devolution of Environmental Services at its next meeting.

57/24. Bank Reconciliations

- **RESOLVED:**
 - a) That the bank reconciliations for April 2024 (APPENDIX J) were received and approved.
 - b) That the bank reconciliations for May 2024 (APPENDIX K) were received and approved.

58/24. Payment of Invoices

- **RESOLVED:**

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- a) That the invoice payments for April 2024 (APPENDIX L) were received and noted.
- b) That the invoice payments for May 2024 (APPENDIX L) were received and noted.

59/24. Updates from Committees

- **RESOLVED:** That the report in the form of draft minutes from the Environment Committee (APPENDIX N) was received, discussed and noted.

Meeting Closed at 20:57



DUSTON PARISH COUNCIL

Duston Parish Council

Staffing Review

Report

A. Introduction

The Resources & General Purposes Committee on 11th April 2024 (resolution RGPC/24) resolved to undertake a staff review and, this was confirmed by Council on 16th May 2024 (resolution 20/24 c. On 6th June 2024 (resolution 39/24). Councillors were asked to contact the Chair of the Council if they had any comments or proposals for the staff review.

From the outset it was decided the whole staff structure should be carefully considered not just a part of it.

The powers to employ staff are set out in the Local Government Act 1972

- sec 112 confers a specific statutory power on a parish council to employ staff as it thinks necessary for it to carry out its statutory functions and powers.
- sec 270 confers certain responsibilities to be undertaken by the council's "Proper Officer."
- Sec 151 must appoint a person to be responsible for the administration of its financial affairs.

B. Identified Corporate Objectives

Duston Parish Council is a forward-thinking Council which is committed to delivering services, local initiatives, and community engagement. The Council is going through a period of considerable growth, so the Council decided to undertake a full staffing review to help ensure it is delivering on its identified Corporate Objectives. The staffing structure should reflect the Council priorities and able be able to deliver its services effectively and efficiently. There are 7 Corporate Objectives which were endorsed by the Council on 6th June 2024 (resolution 38/24) and they are as follows:

1. HAVING EXCELLENT COMMUNITY CENTRES
2. DELIVER HIGH QUALITY GREEN SPACES
3. A SAFER, SUSTAINABLE AND PLEASANT ENVIRONMENT
4. PRODUCES AN EVENTS PROGRAMME WHETHER ON ITS OWN OR IN PARTNERSHIP WITH OTHERS
5. ADVANCING HEALTH & WELLBEING
6. ADVOCATING AND PROMOTING DUSTON
7. BEING A PROFESSIONAL AND COMPETENT COUNCIL

C. Current Governance Arrangements

As set out in the Scheme of Delegation the Full Council reserves powers on a range of matters but has delegated some responsibilities to four standing Committees – Planning Committee, Environment Committee, Community Services Committee and Resources & General Purposes. The Planning Committee has fully delegated authority on a few matters whereas the other

three Committees are largely advisory with some limited delegated authority on small scale expenditure.

There is no proposal or intention to make any significant changes to these arrangements for the foreseeable future. This is outside the scope of the staffing review.

D. Staffing

The Council currently employs ten members of staff (7 full-time and 3 part-time). The current structure is set out in Appendix A. The current staffing arrangement has developed in a piecemeal way. Duston Parish Council is currently going through a period of growth in its scale and responsibilities, so it was decided by the Resources & General Purposes Committee a fresh review of staffing was needed.

This Review concluded that there should be three distinct teams within the overall staffing structure and given a sharper distinction. Each team has a focus on delivering particular corporate objectives as stated above.

Office Team

This team is headed by the Clerk / RFO and is responsible for the overall administration, strategy and governance of Duston Parish Council. The Review believes the Clerk should remain as a full-time post. Previously, the Council employed an Assistant Clerk to help in these tasks and responsibilities. Since June 2024, this position has been vacant. The Review believes that a Council the size of Duston should have some succession planning in place or at the very least have somebody who could step up in the interim in case of a prolonged absence of the Clerk & RFO. However, with the arrangements the Clerk has put in place a full-time post is not necessary for the foreseeable future. So, the Review concluded the position of Assistant Clerk be deleted and a new post of Deputy Clerk is created on 25 hours per week. Given the higher demands and responsibilities on a Deputy Clerk in comparison to the Assistant Clerk they would be one the next pay band above. It is expected that the Deputy Clerk would be CILCA qualified or expected to be CILCA qualified within a specific time frame. The Review concluded that Duston Parish Council should have more than 1 officer that is CILCA qualified. In terms of service delivery, the Clerk and the Deputy Clerk would be responsible for delivering everything that currently comes under the Planning Committee Terms of Reference.

The following is proposed for the "Office Team":

- Clerk & Responsible Finance Officer.
Full Time at 37 Hours a week.
Pay Grade LC3 (37-41)
NO CHANGE

- Deputy Clerk & Responsible Finance Officer.
Part-Time at 25 Hours a week.

Pay Grade LC2 (24-28)

NEW POST

• ~~Assistant Clerk~~

~~Full Time 37 Hours a week~~

~~Pay Grade LC2 (18-23)~~

REMOVE POST

The Clerk / RFO has overall strategic responsibility in ensuring all corporate objectives stated above are pushed forward.

Facilities & Operations

This team is responsible for delivering corporate objectives one, two and three as stated above. Focusing on facility management, parks, and operational support. This is headed by the Facilities & Operations Manager who oversees the Operations Officer and 3 x Facilities and Estates Officers. The Operations Officer has a particular focus on environmental duties such as play equipment inspection. The role of the Facilities and Estates Officers is broad ranging as it involves a mixture of environmental and facilities tasks. This is to keep the role stimulating and giving the staff opportunities to develop varied skills. Generally, the Facilities & Operations Manager works Monday to Friday. The Operations Officer and the three Facilities & Estates Officers alternate Saturday working over a four-week period. The three Facilities & Estates Staff take it in turns to do the evening shifts for evening groups at the Community Centre & St Lukes Centre.

The Review concluded no substantive changes are needed within this team for the time being. It is recognised though the structure of this team may need to be reviewed again in the not to distant future due to the Parish Council having to take full operational control of all parks, allotments and green open spaces in 2028. The Council has not made a formal resolution in how it wants to manage the parks but for now the Council is working towards a 'mixed approach' where some things will be done in house and others such as grass cutting will be put out to tender.

The following will stay the same for the Facilities & Operations Team:

- Facilities & Operations Manager
Full Time 37 Hours a week
LC2 (29-32)
NO CHANGE
- Operations Officer
Full Time 37 Hours a week
LC1 (13-17)
NO CHANGE
- Facilities & Estates Officer x 3

Full Time 37 Hours a week
LC1 (7-12)
NO CHANGE

Job descriptions for this team have been rewritten to give greater clarity. No duties have been added or taken away. See below.

Events & Engagement Team

This team is responsible for delivering corporate objectives four, five and six. Focusing on organising events, managing community engagement, consultations and overseeing community initiatives that enhance Duston. It also develops the Parish Council role in health and wellbeing in the community.

The Review believes changes should be made to this team that would meet the corporate objectives more effectively and efficiently. The Review advocates restructuring to create one full-time “Events & Engagement Manager” position (37 hours a week) and one part-time “Events & Communications Officer” position (25 hours a week). By reallocating existing budget resources and expanding the scope of responsibilities, this restructuring aims to enhance service delivery, strengthen our community partnerships with stakeholders, and ensure more successful implementation of various projects and initiatives. The Review looks at these in turn.

Better use of Staffing Resources: Consolidating roles into one full-time Events & Engagement Manager position and one part-time Events & Communications Officer position will increase staff hours and therefore would speed up the decision-making process, enabling the Council to better meet its objectives in a reasonable time scale. Specifically restructuring will increase staff hours from the current 47 hours per week to 62 hours per week, providing the Council with additional capacity to deliver high-quality events and engagement activities. The Business, Community and Development Manager currently works 20 hours a week. This means regular coordination of projects with the Clerk and Facilities & Operations Team can be challenging as it can be a fast-paced environment. Successful projects require consistent communication between the relevant members of staff and at present this isn't working as well as it could. For instance, the Council produced a Newsletter for residents. This should have been a task for the Events & Engagement Team but due to part-time working they had no spare capacity to do it and the task had to be given to a member of staff with no expertise in it. At present the Clerk & RFO is now overseeing the Newsletter production & distribution. Managers need to be able to coordinate their workloads with each other so they can discuss service delivery and projects. Previously the role of Assistant Clerk was full-time, so they had opportunities to play a supporting role in the delivery of various projects such as the DPC Newsletter and Public Consultations. However, the proposed Deputy Clerk role will have less capacity to do this as they will have more focus on planning and strategy and be part-time. Increased hours in this Team will reduce pressures on the Facilities & Operations Team who sometimes have to pick up the slack such as talking to potential stall bookings, conducting event risk assessments and organise the quarterly Indoor Car Boot event.

Expanded Scope of Responsibilities: In addition to organising the current scheduled events, the restructured team will take on broader responsibilities such as monitoring the youth contract work, managing the Parish Council newsletter, closer working relationship with our partners like Trilogy Active, facilitating public consultations on services, carrying out event risk assessments, assisting in the grants process, enhancing the council's impact and reach. The Events and Engagement Team would also be responsible for facilitating the Annual Parish Meeting. The Clerk has little time in their role to directly manage the Youth Contract and there is no obvious senior member of staff who currently could do this. The Review thought the Business Community and Development Manager should do this but again only working 20 hours a week it is just not possible. Similarly, the Community Services Committee have an aspiration for the Annual Parish Meeting to be a bigger event than it has been lately but again it is not clear who could do this task. At present the current Events and Engagement Team don't have enough hours to do it satisfactorily. The monitoring of the Youth Contract is currently being done by councillors through the Community Services Committee. Councillors are the ones in contact with the youth contract provider and managing issues as they arise.

Community Impact: By expanding the scope of events and engagement activities, the Council will have a greater positive impact on the local community, fostering a greater sense of belonging and enhancing resident satisfaction with the area. The Events and Engagement team will have full responsibility for communications ensuring residents are kept informed on local issues and for Duston Parish Council to function as an information hub for residents, community groups and local businesses. Full-time availability allows for more initiative-taking engagement with local stakeholders, fostering stronger partnerships and addressing potential problems before they escalate.

Improved Service Delivery: By creating a full-time post there will be greater management oversight of events and community engagement which will also enhance coordination and service delivery, ensuring that events and initiatives are executed efficiently and effectively to meet community expectations. A full time Events & Engagement Manager can take on more complex and time-consuming projects that require consistent attention and effort. This is not possible on the current 20 hours and means the Clerk and/or Facilities & Operations Manager must pick up some of the smaller tasks of a project.

A full-time officer can dedicate more time to detailed planning, from "brainstorming" to delivery, ensuring higher-quality events and engagement. The Review identified some projects where it was felt there was insufficient planning which meant strained relationships within the Parish Council staff. The Review is satisfied nobody is individually at fault for this but there is simply not the capacity to plan and coordinate effectively between senior staff members. The BCD Manager and the Events Officer both work less than the 30 hours a week which means they are not always working at the same time which can further hinder effective coordination and team working.

Enhanced Representation: Continued regular attendance at Committee and Council meetings by the Events & Engagement Manager helps to facilitate alignment with broader council objectives and priorities. A full time Events & Engagement Manager would be able to attend not just the Community Services Committee but also other Committee meetings as and when

appropriate. Being able to attend other Committee meetings as and when required will help ensure that community engagement efforts are integrated into the Council decision-making process, and they are kept in the loop.

The move of the Events and Engagement Manager to a full-time role not only enhances overall management and oversight but also allows for a more efficient and focused use of their Assistant's time (currently known as the Events Officer), making a 25-hour week sufficient to meet the needs of the Council. The increased hours for the Manager mean that they can take on more tasks that previously fell to the Assistant. The full-time Manager can address any urgent issues and provide immediate responses strengthening the case to reduce the Assistant's hours. At present the Assistant works more hours than the Manager. In short, the Review advocates therefore reducing the Assistant role from the current 27 hours a week to 25 hours but leave it on the same salary grade. Currently the Assistant primarily focuses on events (the "Events Officer") but the new post would equally focus on events, marketing and publicity (the "Events and Communications Officer").

The Grow Together Allotment is a facility that provides opportunities for local volunteers to work together. It helps people come together to reduce social isolation. It allows for individuals to volunteer and for a variety of groups to spend time at the allotment working with others. The TGTA co-ordinator currently works 6 hours a week and oversees the project. Recently there has been a proposal that The Grow Together Allotment is developed and expanded in new directions and therefore TGTA Co-ordinator should be given additional hours. However, the Review felt there is a serious risk of so-called "mission creep" and it should focus on its original core aim of being a community allotment aided by volunteers and the co-ordinator being employed for six hours a week. However, TGTA Co-ordinator is expected to attend on occasions the annual Duston Fun Day, Community Info and Wellness Fair and Council meetings to report back on the project. Attending events and meetings can be disproportionality time consuming when they are employed to work six hours a week. Therefore, in future the TGTA Co-ordinator could be paid over-time for this to attend non-allotment duties although this will need to be carefully managed by the Events & Engagement Manager and Clerk. Normally the Council will only ever give overtime in exceptional circumstances.

- Events & Engagement Manager
Full-Time, 37 hours per week
LC2 29-32
NEW POST

- Events & Communications Officer
Part-Time, 25 hours per week
LC1 7-12
NEW POST

- The Grow Together Allotment Coordinator
Part-Time 6 hours per week
LC1 7-12

NO CHANGE

- ~~Business Community Development Manager~~

~~Part Time 20 hours a week~~

~~LC3 33-36~~

REMOVE POST

- ~~Events Officer~~

~~27 hours a week~~

~~LC1 7-12~~

REMOVE POST

The Events & Engagement Manager will directly manage the Events & Communications Officer and The Grow Together Allotment Coordinator.

The Staffing Review considered various other options for the structure of this particular team. Ultimately though it was concluded a full-time Events and Engagement Manager would have more flexibility to work evenings and weekends when required and still have enough hours to work during the normal working week. The Events and Engagement Manager would have to handle a variety of different tasks and projects. A part-time staff member wouldn't have enough capacity to deliver this. The possibility of keeping the same structure but hiring another staff member for 15 hours was discussed. However, due to current financial resources this staff member would only do administrative work and 15 hours would be insufficient to keep up with the various tasks and projects that need to be delivered. Right now, the Events Officer does most of the events work whilst their line manager the BCD Manager focuses much more on engagement. However, the Review thinks that events are a big part of the Council's core services and the Manager of this should have more control and oversight of it. The Staffing Review believe there would be more effective working if all the senior managers (the Clerk, Facilities & Operations Manager and Events & Engagement Manager) are full time working as a team.

The proposed new staff structure is set out in APPENDIX B. This structure better helps the Council deliver services and projects.

E. Other Considerations

The Review considered other factors in relation to staffing.

- The Office Team and the Events and Engagement Team should be primarily based at Duston Community Centre, Pendle Road. However, the Facilities and Operations Team is a combination of being based at Duston Community Centre, St Lukes Centre and in various other locations within the civil parish of Duston.
- The Review believes that the Council should continue to follow Local Government Terms and Conditions "the Green Book" except for pensions.
- A staff handbook which combines all current HR policies will be produced.

F. Job Descriptions

The Review proposes some alterations to staff job descriptions. The Review believes the job descriptions could be better written and giving more clarity to the post. The Review concluded there is some ambiguity in the current job descriptions. The proposed Events & Engagement Manager, Events & Communications Officer & Deputy Clerk have been looked at afresh. The present job descriptions for the BCD Manager, Community Events Officer and Assistant Clerk were just removed for the purposes of this review.

The changes proposed for the remaining staff (Clerk & RFO, TGTA Coordinator, Facilities & Operations Manager, Facilities & Estates Officer x 3, Operations Officer) are not to add or remove responsibilities but rather clarify existing job roles and duties.

- Parish Clerk / RFO – it has been a number of years since this Job Description was reviewed. So, a new job description was put together that better reflects the role. Appendix C.
- Deputy Clerk Appendix D.
- Facilities & Operations Manager. Appendix E.
- Operations Officer Appendix F.
- Facilities & Estates Officer Appendix G.
- Events & Engagement Manager Appendix H.
- Events & Communications Officer Appendix I.
- TGTA Coordinator Appendix J.

G. Risks and Mitigation Strategies

The Review identified some risks with the proposed changes and proposed the following actions:

Staff Resistance: Address any concerns through communication, provide opportunities for input and feedback.

Opportunities: Overall, the number of posts is not changing. There are currently ten posts and there will be ten posts after implementation. Existing staff who are directly impacted by these changes will have the opportunity to fulfil these new roles.

Resource Allocation: Ensure adequate budgetary provisions are in place to support the creation of new positions and any associated training and development activities.

Integration Challenges: Facilitate a smooth transition by providing comprehensive onboarding support and ongoing guidance to new and existing staff members.

Performance Monitoring: Implement robust performance monitoring mechanisms to track the effectiveness of the restructured team and address any performance issues promptly. This

will be monitored by the Clerk and in conjunction with the HR Sub-Committee. In one-to-one meetings managers will look to see how the new structure is working.

Services: Managed in such a way that minimises the impact of the delivery of our events and engagement program and other services.

H. Conclusion

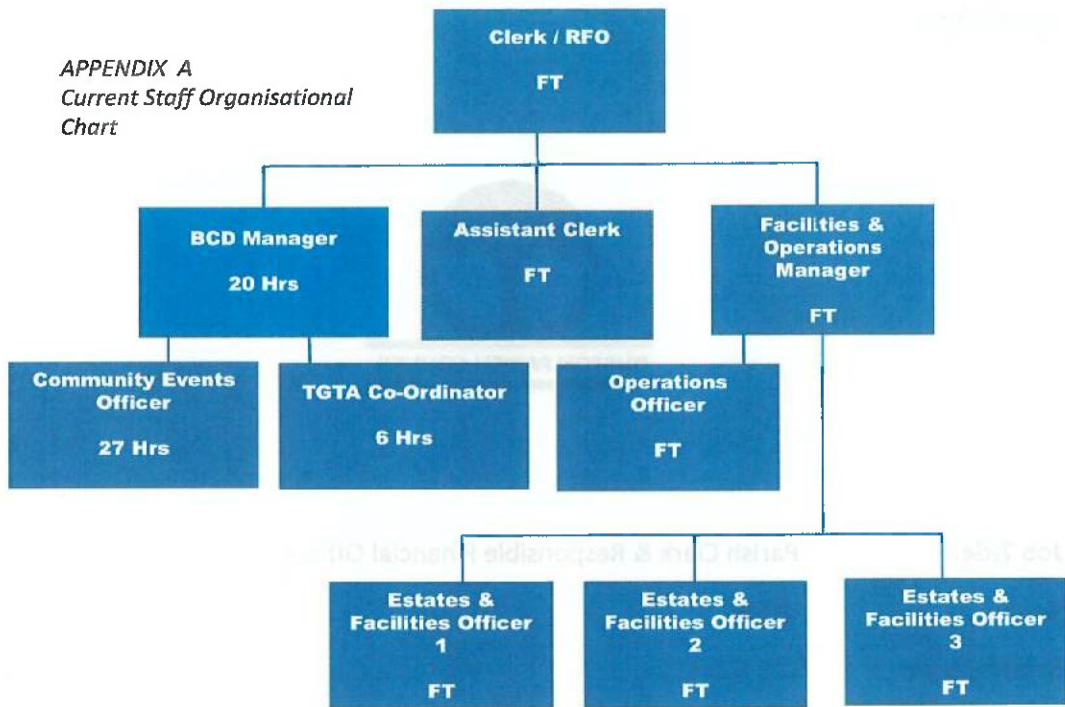
The proposed restructuring of events and engagement staff at Duston Parish Council represents a better and more effective use of resources that should in the medium to longer term allow the Council not only deliver what it currently has been doing but also increase scope for more Events and Engagement.

A full time Events & Engagement Manager should have the added benefit of freeing up more time of the Facilities and Operations Manager to concentrate on facilities and parks. This is all the more important given that transfers of more parks and allotments are expected to happen in the near future. At present the Facilities & Operations Manager is having to do Events & Engagement work such as an Event Plan for Duston Fun Day.

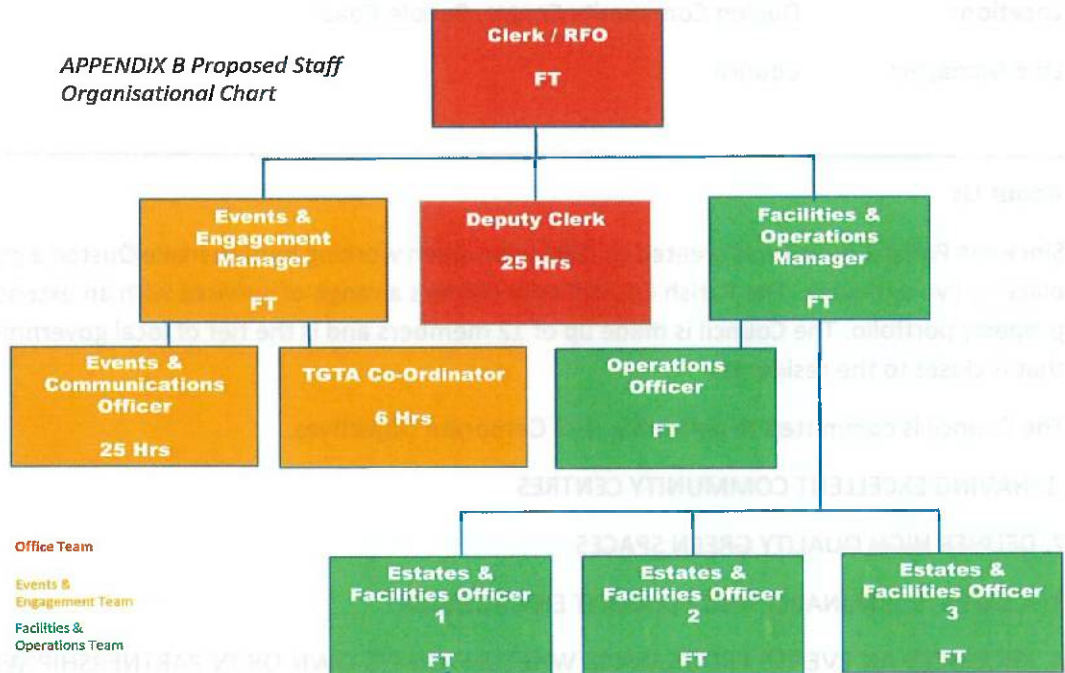
Having the senior leadership team of the Parish Clerk, Facilities & Operations Manager and Events & Engagement Manager as full-time positions means they can deliver both services and projects for the Council more effectively.

This Review sets out a Business Case for Restructure to better deliver services for residents which does not increase overall staffing costs.

APPENDIX A
Current Staff Organisational Chart



APPENDIX B Proposed Staff Organisational Chart



Office Team
 Events & Engagement Team
 Facilities & Operations Team

APPENDIX C



DUSTON PARISH COUNCIL

Job Title:	Parish Clerk & Responsible Financial Officer
Team:	Office
Salary Grade:	LC3 (37-41)
Working Pattern:	37 Hours per week (evening working required and occasional weekend)
Location:	Duston Community Centre, Pendle Road
Line Manager:	Council

About Us

Since the Parish Council was created in 1991 it has been working hard to make Duston a great place to live and work. The Parish Council now delivers a range of services with an extensive property portfolio. The Council is made up of 12 members and is the tier of local government that is closest to the residents.

The Council is committed to delivering its 7 Corporate Objectives.

1. HAVING EXCELLENT COMMUNITY CENTRES
2. DELIVER HIGH QUALITY GREEN SPACES
3. A SAFER, SUSTAINABLE AND PLEASANT ENVIRONMENT
4. PRODUCES AN EVENTS PROGRAMME WHETHER ON ITS OWN OR IN PARTNERSHIP WITH OTHERS
5. ADVANCING HEALTH & WELLBEING
6. ADVOCATING AND PROMOTING DUSTON
7. BEING A PROFESSIONAL AND COMPETENT COUNCIL

Overview

The Parish Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Parish Clerk will advise the Council on and assist in the development of overall policies to be followed in respect of the Council's activities and to produce all the information required for making effective decisions. The Clerk is responsible for the management of staff, resources and service delivery. The Clerk takes on a lead role in the Council's major projects.

The Parish Clerk, under section 151 of the Local Government Act 1972, is also the Council's designated Responsible Financial Officer. This means they effectively manage and monitor the Council's finance, advise the Council on a financial strategy that meets its finance and policy objectives and ensure that its accounts and administrative procedures comply with the requirements of Accounts and Audit and other relevant regulations.

Key Tasks and Responsibilities

Strategic Responsibilities

- To assist the Council to develop and implement a strategic vision for Duston and to monitor progress.
- As Head of the Paid Service and Proper Officer, to develop and manage policy, strategy and operations across the Council's provision by working with elected council members and staff.
- To monitor the policies of the Council to ensure their effectiveness, reviewing and revising as necessary.
- To encourage continuous improvement through quality assurance and performance management.
- To carry out functions required by law of a local authorities Proper Officer and to issue all statutory notifications.
- To be the Responsible Financial Officer (RFO).

Staff Responsibilities

- To line manage other members of staff in keeping with the policies of the Council which includes both direct and indirect supervision.
- To ensure effective delegation and allocation of responsibilities and activities to members of staff.
- To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.
- To undertake all the necessary activities in connection with the recruitment of staff, the management of salaries and conditions of employment.
- To advise members on staffing and the staff structure as necessary in order to meet the corporate objectives of the Council.

Statutory Responsibilities

- To ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- To advise the Council in relation to its legal obligations including those as an employer and a service provider.
- To alert Members of Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor on such matters as required.

Financial Responsibilities

- To ensure that all the statutory duties are carried out in accordance with the prescribed timescales.
- To ensure that the Council's annual budget is set and managed.
- To ensure that best practice is followed, and suitable systems, procedures and controls are in place to minimise risk and ensure council financial affairs are well managed.
- To submit the Council's precept request to West Northamptonshire Council.
- To prepare and submit the annual financial return and supporting paperwork for approval by the Parish Council and subsequently internal and external audit. To carry out liaison with auditors.
- To check the submission of quarterly VAT returns and to deal with VAT inspections.
- To verify and code (i.e. allocate to expenditure heads) suppliers' invoices prior to certification for payment.
- To manage and maintain the council's corporate risk register and advise the council accordingly.
- To arrange council insurance and process claims as necessary.
- To provide financial reports to the Council / Committee as required.

Asset Management

- To oversee the management of the Council's property portfolio and tenant relationships, which includes Duston Community Centre, St Luke's Centre, Duston Sports Centre, Parks and allotments.
- To ensure that the Council has a program of planned maintenance and inspection and that all statutory duties of a service provider, property owner and landlord are fulfilled.

Governance

- To ensure that the Councils standing orders and financial regulations are reviewed regularly and to ensure that any changes required by changes in the law, guidance or best practice are implemented.

- To ensure the efficient running of the Parish Council offices, reviewing processes and procedures and updating where necessary, making best use of appropriate technology.
- To ensure the preparation and circulation of agendas and supporting documentation for meetings of the Council and all its committees and subcommittees as necessary and to ensure the preparation and circulation of minutes, notes and reports for approval.
- To attend all meetings of the Council and all meetings of its committees & Sub-Committees other than where such duties have been delegated to another Officer.
- To research matters of interest to the Council, taking advice from specialists in particular fields and to prepare reports for circulation and discussion by the Council.
- To recommend when external specialist advice is needed and to ensure that the information is placed before the Council to assist members in making decisions.
- To draw up own initiative and as a result of suggestions by Councillors, proposals for consideration and to advise on the practicalities and likely effect of specific courses of action.
- To receive correspondence and documents on behalf of the Council and to bring all relevant items to the attention of the members. To issue correspondence as a result of instructions of, or the known policy of the Council.
- To work with the Council and colleagues in the designing, delivery and monitoring of SLAs and other council contracts.
- To ensure that SLAs and contracts are adhered to, and a positive relationship is maintained.

Communications

- To act as the Councils representative as required, including attending meetings with key stakeholders and promoting the Council within the local community.
- To liaise closely with other Town and Parish Councils and public bodies and where appropriate, to participate in joint activities.
- To represent the Council to members of the public and ensure that enquiries are dealt with sensitively and diplomatically.

Partnerships

- To develop a positive approach to partnership working, which supports the aims of the council, furthers local priorities, working with a broad range of stakeholders and organisations to achieve this.
- To provide appropriate support to a range of community projects, events and initiatives.

Projects

- To maintain an overview of all Council projects and initiatives, taking the lead in managing these projects, overseeing project plans and resources, and ensuring effective progress monitoring and reporting measures are implemented.

Personal Development

- To attend training courses or seminars on the work and the role of the Parish Clerk as required by the Council.
- To seek out opportunities for personal development and self-improvement and to continually develop professional skills and knowledge.
- Have CiLCA qualification or be prepared to achieve within 18 months.

Other Responsibilities

- To undertake such other responsibilities and functions as may be required from time to time by the Council, commensurate with the duties and responsibilities of the post.
- Ability to work unsociable hours (e.g. evening meetings) and be flexible to meet the needs of the Council.

General

The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.



Parish Clerk Responsible Financial Officer

Person Specification

Essential Qualifications, Skills, and Experience

1. Education and Qualifications

- Relevant degree or equivalent experience in a similar role.
- CILCA qualification or willingness to achieve it within 18 months.

2. Experience

- Proven experience in a senior administrative or management role, preferably within local government.
- Demonstrated experience in financial management and budget setting.
- Experience in strategic planning and implementation.
- Experience in managing staff, including recruitment, training, and performance management.
- Experience in overseeing property management and asset maintenance.

3. Knowledge

- Strong understanding of local government law and procedures.
- Familiarity with policies and procedures related to human resources management.
- Understanding of health and safety regulations and risk management.
- Awareness of governance, SLA management, and contract adherence.

4. Skills and Abilities

- Excellent leadership and people management skills.
- Strong financial acumen with the ability to manage budgets, conduct financial analysis, and prepare financial reports.
- High level of organizational and project management skills.

- Effective communication and interpersonal skills, capable of engaging with a wide range of stakeholders.
- Proficient in using office software, financial management systems, and other relevant technology.
- Strong analytical and problem-solving abilities.
- Ability to work independently and as part of a team.
- Ability to prepare comprehensive reports and make informed recommendations.

5. Personal Attributes

- Commitment to continuous improvement and personal development.
- High level of integrity and professionalism.
- Ability to work under pressure and meet deadlines.
- Flexible approach to working hours, including availability for evening meetings.
- Diplomatic and sensitive approach when dealing with the public and stakeholders.
- Strong commitment to the community and public service ethos.

Additional Requirements

- Ability to travel as necessary for the role.
- Willingness to undertake training and development relevant to the role such as FILCA.
- Commitment to maintaining confidentiality and handling sensitive information appropriately.

This person specification outlines the qualifications, experience, skills, and personal attributes required for the role of Clerk RFO, ensuring that the successful candidate can effectively manage the diverse responsibilities and contribute to the strategic vision of the Council.

EXISTING JOB DESCRIPTION



JOB DESCRIPTION – Parish Clerk and Responsible Financial Officer

Job title:	Parish Clerk and RFO
Location:	Duston Community Centre
Salary:	LC3 37 - 41
Allowances:	Mileage allowance
Hours:	37 hours per week (some evening and weekend hours will be required)
Responsible to:	Full Council
Directly responsible for:	All Parish Council Staff
Indirectly responsible for:	Volunteers

JOB PURPOSE

As Head of the Paid Service and Proper Officer, to develop and manage policy, strategy and operations across the Council's provision by working with elected council members, external bodies and staff.

To carry out functions required by law of a local authorities Proper Officer and to issue all statutory notifications.

To provide inspirational leadership to all Parish Council staff

To seek opportunities to develop the Council's services and facilities to meet the needs of the local community.

KEY RESPONSIBILITIES

- To be responsible for ensuring that lawful instructions of the Council in connection with its function as a local authority are carried out and to act as the main point of contact on Council business
- To work with the Council's elected members, in accordance with the Council's constitution, to ensure effective leadership and direction for the Council
- To be accountable to the Council for the effective leadership and management of its personnel, operations, assets (e.g. council buildings), finances and other resources
- To prepare, in consultation with appropriate members and staff, agendas and minutes for meetings of the Council, its Committee, sub Committees, and Working Parties, to ensure all are prepared for approval
- To advise the Council on and assist in the development of policies and implementation plans. Utilise a range of data sources e.g. local and national political trends, and present appropriately to enable decision making by elected members
- To ensure the effective implementation of Council' lawful decisions, policies and projects
- To effectively manage the Council's business planning process, including those associated with service planning reviews, workforce planning and budget preparation
- To encourage continuous improvement through quality assurance and performance management
- To ensure that SLAs (e.g. for support services) and contracts are adhered to and a positive relationship is maintained
- To act as the Responsible Financial Officer and manage the financial records of the Council in accordance with legal requirements and best practice
- To seek out opportunities to develop the Council's services in line with the community's needs, presenting businesses cases that identify return on investment, benefits and risks to the Council for decision
- To proactively seek and secure external funding, and build partnerships and relationships to support and develop the Council's services

- To ensure the Council's facilities and programmes are effectively promoted and to prepare, in conjunction with the Council or relevant Committee Chair, press releases about the activities of, or decisions of the Council
- To attend relevant training, conferences and forums associated with the role or the development of Council services
- To encourage equality of opportunity in all services and facilities for staff, customers and the community
- To manage health and safety to ensure the well being, and safety of all who visit or work in the facilities provided by the Council
- To carry out any other duties commensurate with the post

PEOPLE AND RESOURCES

The jobholder is responsible for the following people and resources:

- Line management of Council staff
- Management of the Council budget including income generation
- Liaison with Elected Members & West Northamptonshire Councillors
- Liaison with volunteers, partners and other stakeholders
- Liaison with community representatives
- All equipment and supplies utilised in the provision of Council services

Job-holder's position in relation to their manager, peers and direct reports:

- Accountable to Full Parish Council
- Line management of all Council staff

JOB DEMANDS

This job entails the following demands:

- CiLCA qualification or be prepared to achieve within 12 months
- Ability to work unsociable hours (e.g. evening meetings)
- Attention to detail when working on computers for periods of time

GENERAL

You will be required to undertake any such additional duties as determined by the Council. You will be required to work flexible hours to meet the demands of the business and attend Council meetings and other meetings as a representative of the Council.

The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature

APPENDIX D



Job Title:	Deputy Clerk & Responsible Financial Officer
Team:	Office
Salary Grade:	LC2 (24-28)
Working Pattern:	25 per week (evening working required and occasional weekend)
Location:	Duston Community Centre, Pendle Road
Line Manager:	Parish Clerk

About Us

Since the Parish Council was created in 1991 it has been working hard to make Duston a great place to live and work. The Parish Council now delivers a range of services with an extensive property portfolio. The Council is made up of 12 members and is the tier of local government that is closest to the residents.

The Council is committed to delivering its 7 Corporate Objectives.

1. HAVING EXCELLENT COMMUNITY CENTRES
2. DELIVER HIGH QUALITY GREEN SPACES
3. A SAFER, SUSTAINABLE AND PLEASANT ENVIRONMENT
4. PRODUCES AN EVENTS PROGRAMME WHETHER ON ITS OWN OR IN PARTNERSHIP WITH OTHERS
5. ADVANCING HEALTH & WELLBEING
6. ADVOCATING AND PROMOTING DUSTON
7. BEING A PROFESSIONAL AND COMPETENT COUNCIL

Overview

To assist the Clerk & RFO to develop and manage policy, strategy and operations across the Council's provision by working with elected council members, external bodies and staff.

To deputise for the Parish Clerk and assist with the functions required by law of a local authorities Proper Officer and to issue all statutory notifications.

To seek opportunities to develop the Council's services and facilities to meet the needs of the local community.

To be CiLCA qualified.

Key Tasks and Responsibilities

Support and Deputise for the Parish Clerk

- Assist, support, and deputise for the Parish Clerk & RFO in the daily management and operation of council services and resources.
- Ensure the effective, compliant operation of the Parish Council in the Clerk's absence, assuming the statutory roles of the Proper Officer.
- Respond to resident enquiries and take any appropriate action.
- Ensure that lawful instructions of the Council are carried out.
- Assist and support the Parish Clerk in implementing the Council's decisions and policies.
- Collaborate with managers and other staff to facilitate the smooth operation of the Council in delivering services and projects.

Governance

- Prepare and issue notices, agendas, reports and minutes for Council, committee, and sub-committee meetings.
- Attend meetings of the Council and Committees, sub-committees and advise on their powers, terms of reference and the interpretation of Standing Orders and other Parish Council policies.
- Advise the Council on policy formation and assist in producing information required for effective decision-making.

Policy and Procedure Management

- Manage, coordinate, monitor, and review the Council's policies, procedures, and practices.

- Assist with the implementation and review of Council policies and procedures.

Statutory Duties

- In the absence of the Parish Clerk, perform all statutory duties including issuing all notifications required by law.
- Support the work and role of councillors through relevant administrative processes (e.g. completion of Declaration of Interest Forms) and provides appropriate advice.
- Assist with data protection issues, Freedom of Information requests, and corporate complaints.
- To encourage equality of opportunity in all services and facilities for staff, customers, and the community

Financial Administration

- Support the RFO in managing financial records and administering finances.
- To verify cash payments and deposit them at the bank.
- Monitor and balance the Council's accounts, prepare records for audit purposes and VAT.
- In the absence of the Parish Clerk, manage invoices, payments and payroll.
- To advise and assist the Council in applying for and securing grants from potential funding bodies.

Service Delivery

- Assist in ensuring effective day-to-day service delivery.
- Take responsibility for projects and activities as may be directed by the Parish Clerk.
- Supervise the Council office and maintain accurate records.
- Fulfil the Council role in planning and traffic matters such as responding to planning applications and maintaining the planning register.

General

The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.



Deputy Parish Clerk Responsible Financial Officer

Person Specification

Essential Qualifications, Skills, and Experience

1. Education and Qualifications

- Relevant degree or equivalent experience in a similar role.
- CiLCA qualification or willingness to complete it within 18 months.

2. Experience

- Proven experience in an administrative or support role within local government or a similar environment.
- Experience in preparing agendas, reports, and minutes for meetings.
- Experience in project management and supervising office operations (desirable).

3. Knowledge

- Strong understanding of local government law and procedures.
- Familiarity with data protection, Freedom of Information requests, and corporate complaints.
- Understanding of health and safety regulations and risk management (desirable)

4. Skills and Abilities

- Excellent organisational and time management skills.
- Strong financial acumen with the ability to manage financial records and perform financial administration tasks.
- Effective communication and interpersonal skills, capable of engaging with a wide range of stakeholders.
- Proficient in using office software, financial management systems, and other relevant technology.

- Ability to prepare comprehensive reports and make informed recommendations.
- Strong analytical and problem-solving abilities.
- Ability to work independently and as part of a team.
- Ability to handle resident inquiries sensitively and diplomatically.

5. Personal Attributes

- Commitment to continuous improvement and personal development.
- High level of integrity and professionalism.
- Ability to work under pressure and meet deadlines.
- Flexible approach to working hours, including availability for evening meetings.
- Diplomatic and sensitive approach when dealing with the public and stakeholders.
- Strong commitment to the community and public service ethos.

Additional Requirements

- Ability to travel as necessary for the role.
- Willingness to undertake training and development relevant to the role.
- Commitment to maintaining confidentiality and handling sensitive information appropriately.

This person specification outlines the qualifications, experience, skills, and personal attributes required for the role of Deputy Clerk RFO, ensuring that the successful candidate can effectively support the Parish Clerk and contribute to the efficient operation and governance of the Council.

APPENDIX E



Job Title:	Facilities & Operations Manager
Team:	Facilities & Operations
Salary Grade:	LC2 (29-32)
Working Pattern:	37 Hours per week (some evening and occasional weekend working)
Location:	Duston Community Centre, Pendle Road
Line Manager:	Parish Clerk

About Us

Since the Parish Council was created in 1991 it has been working hard to make Duston a great place to live and work. The Parish Council now delivers a range of services with an extensive property portfolio. The Council is made up of 12 members and is the tier of local government that is closest to the residents.

The Council is committed to delivering its 7 Corporate Objectives.

1. HAVING EXCELLENT COMMUNITY CENTRES
2. DELIVER HIGH QUALITY GREEN SPACES
3. A SAFER, SUSTAINABLE AND PLEASANT ENVIRONMENT
4. PRODUCES AN EVENTS PROGRAMME WHETHER ON ITS OWN OR IN PARTNERSHIP WITH OTHERS
5. ADVANCING HEALTH & WELLBEING
6. ADVOCATING AND PROMOTING DUSTON
7. BEING A PROFESSIONAL AND COMPETENT COUNCIL

Overview

The Facilities & Operations Manager is responsible for effectively managing Duston Parish Council's property and asset portfolio, including Duston Community Centre, St Luke's Centre, Duston Sports Centre, parks, and open spaces. This role involves coordinating repairs, maintenance, improvements, and inspections to ensure the upkeep of the council's properties. The manager will also oversee the delivery of operational services, ensure health and safety compliance, manage facilities and operations staff, and play a key role in delivering parish council services and projects.

Key Tasks and Responsibilities

Property and Asset Management

- Manage the Parish Council's property and asset portfolio, focusing on the Duston Community Centre, St Luke's Centre, Duston Sports Centre, parks, footpaths, and green open spaces.
- Coordinate and oversee repairs, maintenance, improvement works, and inspections.
- Maintain Timken Artwork, Timken Gates, Rosevilla Hut, Village Sign, Rose Garden, and War Memorial to a good standard.

Operational Services

- Deliver operational services such as managing speed-activated signs, community defibrillators, noticeboards, planters, streetlights, benches, and bins.

Health and Safety

- Ensure all buildings, property, equipment, and land conform to Health and Safety legislation.
- Conduct risk assessments on all Parish Council property, facilities, and land, taking necessary actions.

Facilities Management

- Propose schemes for the improvement of Council property.
- Promote and develop the wider use of Duston Community Centre and St Luke's Centre rooms to maximise revenue.
- Ensure the security of Duston Community Centre & St Luke's Centre, including lighting systems, security alarms, fire alarms, and CCTV systems.

Administrative Functions

- Develop and implement effective administrative functions for booking, invoicing customers, and banking payments.

- Ensure the completion of periodic inspections and organize the maintenance of property, buildings, and land.
- Maintain records of inspections and certifications.

Contractor Management

- Manage relationships with Council contractors delivering services across the Parish Council estate.
- Ensure contractors' obligations are adhered to.

Environmental and Tenancy Management

- Work with the Clerk & Deputy Clerk on Environmental Contracts.
- Work with the Clerk & Deputy Clerk on Duston Parish Council tenancies.

Staff Management

- Line manages all Facilities and Operations Staff.
- Prepare rotas, ensure effective staffing levels and workload distribution, and keep relevant records.
- Identify staff training needs related to facilities and parish council operations.
- Ensure compliance with Parish Council policies and procedures.
- Encourage equality of opportunity in all services and facilities for staff, customers, and the community.

Council Engagement

- Assist with Duston Parish Council events and engagement projects where necessary.
- Prepare reports for Council and Committees on Facilities and Operations as requested by the Clerk.
- Act as a registered key holder.
- Commit to excellent customer service and equality of opportunity.
- Adhere to Duston Parish Council policies.

Additional Responsibilities

- Undertake any other duties and projects as requested by the Parish Clerk to support the overall objectives of the council.
- Participate in the formal appraisal process to develop annual key tasks.
- Occasional evening and weekend work is necessary.

General

The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.



Facilities & Operations Manager

Person Specification

Essential Qualifications, Skills, and Experience

1. Education and Qualifications

- Relevant degree or equivalent experience in facilities management, property management, or a related field.
- Qualification in health and safety management (desirable).

2. Experience

- Proven experience in property and asset management, including maintenance and improvement works.
- Experience in facilities management, including security systems and building operations.
- Experience in health and safety compliance, including conducting risk assessments.
- Experience in managing operational services such as community facilities and public amenities.
- Experience in contractor management and overseeing service delivery.
- Experience in administrative functions related to facilities management, such as booking systems and invoicing.
- Experience in staff management, including preparing rotas, workload distribution, and identifying training needs.

3. Knowledge

- Strong understanding of property and asset management best practices, particularly buildings and parks.
- Knowledge of health and safety legislation and regulations.
- Familiarity with facilities management, including security, maintenance, and improvement schemes.

- Understanding of environmental contracts and tenancy management (desirable).
- Awareness of equality and diversity principles in service delivery and staff management.

4. Skills and Abilities

- Excellent organizational and time management skills.
- Strong project management skills with the ability to coordinate multiple tasks and projects.
- Effective communication and interpersonal skills, capable of engaging with a wide range of stakeholders.
- Proficient in using office software and facilities management systems.
- Strong analytical and problem-solving abilities.
- Ability to prepare comprehensive reports and make informed recommendations.
- Ability to work independently and as part of a team.
- Customer service-oriented with a commitment to excellent service delivery.

5. Personal Attributes

- Commitment to continuous improvement and personal development.
- High level of integrity and professionalism.
- Ability to work under pressure and meet deadlines.
- Flexible approach to working hours, including availability for evening and weekend work.
- Diplomatic and sensitive approach when dealing with the public and stakeholders.
- Strong commitment to the community and public service ethos.

Additional Requirements

- Ability to travel as necessary for the role.
- Have a valid UK Driving Licence
- Willingness to undertake training and development relevant to the role.
- Commitment to maintaining confidentiality and handling sensitive information appropriately.

This person specification outlines the qualifications, experience, skills, and personal attributes required for the role of Facilities & Operations Manager, ensuring that the successful

candidate can effectively manage the diverse responsibilities and contribute to the efficient operation and governance of the Parish Council's facilities and operations.

EXISTING JOB DESCRIPTION



DUSTON PARISH COUNCIL

JOB DESCRIPTION

Job title:	Facilities and Operations Manager
Location:	Duston Parish Council Buildings
Salary:	LC2 29-32
Hours:	37 hours (including evening and weekend hours)
Responsible to:	Parish Clerk / RFO
Directly responsible for:	Facilities and Operations Team

JOB PURPOSE

To effectively manage all Parish Council's property and asset portfolio. This includes

Co-ordinate and oversee repairs, maintenance, improvement works and inspections to ensure the general upkeep and maintenance of the Parish Council's property portfolio.

Responsibility for delivery of operational services (e.g. vehicle activated signs, community defibrillators, benches, bins).

To be responsible for Health and Safety by ensuring all buildings, property, equipment and land conform to Health and Safety legislation.

Line Manage all Facilities and Operations Staff

KEY RESULT AREAS

- This job profile will be supplemented by annual key tasks, to be developed in conjunction with the post holder via the formal appraisal process. The Council reserves the right to amend or add to the core responsibilities
- To ensure the completion of periodic inspections and organise the maintenance of property, buildings and land. To maintain records of inspection and certification.
- To undertake risk assessments on all Parish Council property, facilities, land and take action accordingly.
- To propose schemes for the improvement of Council property when necessary.
- To promote and develop the wider use of Duston Community Centre and St Luke's Centre rooms to maximise their revenue.
- To be responsible for overall security of Duston Community Centre & St Luke's Centre including operation of lighting systems, security alarms, fire alarms and CCTV system.
- Ensure that effective administrative functions are developed and implemented to take booking, invoice customers and bank payment.
- To manage the relationships with Council contractors delivering services across the Parish Council estates. Ensure contractors' obligations are adhered to.
- Manage the Facilities and Operations Team such as such as prepares rotas, ensure effective staffing level and workload distribution, keeping a relevant records. To ensure compliance with Parish Council policies and procedures.
- To assist with DPC events and engagement projects.
- To identify Staff Training needs relating to facilities and parish council operations.
- To encourage equality of opportunity in all services and facilities for staff, customers and the community.
- To prepare reports for Council and Committee on Facilities and Operations as requested by the Clerk.
- To be a registered key holder

PEOPLE AND RESOURCES

The job holder position in relation to their manager, peers and direct reports

- Liaise with all Parish Council Staff
- Accountable to Parish Clerk
- Member of DPC Senior Management Team
- Line manager of the Facilities Team and Operations Officer

JOB DEMANDS

- Ability to communicate and work with people at all levels within their respective organisations
- To be adaptive to change
- Flexibility to work unsocial hours to meet the needs of the business
- Ability to keep organised records
- Ability to deal with enquiries from internal and external customer at a senior level
- Communicating status reports to the clerk on request
- Adhere to Duston Parish Council Policies and Procedures

GENERAL

- You will be required to undertake any such additional duties as determined by DPC
- The details contained in this job description reflect the job content at the time the JD was prepared

DPC is progressive and currently increasing its responsibilities, therefore, it should be remembered that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.

APPENDIX F



Job Title:	Operations Officer
Team:	Facilities & Operations
Salary Grade:	LC1 (13-17)
Working Pattern:	37 hours per week. Required working 1 Saturday in a four week period. Occasional evening and weekend working.
Location:	Various locations within the Parish including Duston Community Centre, Pendle Road
Line Manager:	Facilities & Operations Manager

About Us

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6. ADVOCATING AND PROMOTING DUSTON
7. BEING A PROFESSIONAL AND COMPETENT COUNCIL

Overview

The Operations Officer is responsible for looking after and improving the local environment, maintaining all Duston Parish Council-owned assets, and providing high-quality, responsive services throughout the parish. This role involves environmental maintenance, street furniture maintenance, health and safety checks, assisting with the running of facilities, and various administrative duties.

Key Tasks and Responsibilities

Grounds Maintenance

- Remove and control weeds, moss, and other vegetation as required on Duston Parish Council owned property.
- Cut back overhanging vegetation at St. Luke's Community Centre.
- Maintain a clean and safe environment within the spinney at St. Luke's Community Centre.
- Hedge trimming, pruning of bushes and trees, strimming, and mowing grass on Parish Council-owned assets.
- Perform gritting and snow clearance at Duston Community Centre, St. Luke's Centre, and Parish Council-owned car parks and footpaths.
- Water, dead-head, and provide general plant care for Parish-owned hanging baskets, planters, and trees.
- Keep Parish Council-owned pathways and car parks free of obstructions.
- Conduct routine inspections of Duston Parish Council assets, including parks, open spaces, Timken Artwork, Timken Gates, Rose Garden, Rosevilla Hut, War Memorial and Village Sign.
- Maintain and enhance landscaping on Parish Council-owned parks and green open spaces.

Street Furniture Maintenance

- Clean, repaint, and perform minor repairs on notice boards, street furniture, playground equipment, and planters.
- Conduct minor maintenance on Timken Artwork, Rose Garden, Timken Gates, Rosevilla Hut and War Memorial.
- Replace and recharge batteries, and periodically move speed signs throughout the parish.

Health & Safety

- Perform weekly playground and exercise safety checks and maintain records.
- To conduct checks & inspections as appropriate on Parish Council owned street furniture.
- Conduct Health and Safety Executive (HSE) safety checks on Parish Council-owned premises.
- Report any faults and safety defects in the parish to the relevant organisation, such as West Northamptonshire Council.
- Make the Facilities & Operations Manager aware of any serious defects of Parish Council owned property, parks, and green open spaces.

Facilities

- Assist with room setups, room booking enquiries, and cleaning as needed.
- Provide facilities assistance when needed to cover annual leave and illness.

Administrative Duties

- Work within supplied risk assessments and safety requirements, completing necessary documentation.
- Maintain a diary of tasks, noting key points and adhering to deadlines.
- Attend necessary training for the role.
- Consult closely with the line manager and attend meetings as required.
- Maintain records of equipment used to schedule regular servicing of tools and equipment.

Compliance

- Comply with Health & Safety Regulations and Council policies and procedures.
- Undertake any other duties as assigned by the Facilities & Operations Manager commensurate with the post.

General

The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.



Operations Officer

Person Specification

Essential Qualifications, Skills, and Experience

1. Education and Qualifications

- Relevant qualifications in grounds maintenance, horticulture, or a related field (desirable).
- Health and safety training or certification (desirable).

2. Experience

- Proven experience in grounds maintenance, including trimming, pruning, strimming, mowing, and plant care.
- Experience in performing minor repairs and maintenance on street furniture, playground equipment, and public spaces.
- Experience in conducting routine inspections and safety checks.
- Experience in assisting with facilities management, including room setups and cleaning (desirable).

3. Knowledge

- Knowledge of grounds maintenance techniques and best practices.
- Understanding of health and safety regulations and compliance requirements.
- Familiarity with the use and maintenance of grounds maintenance tools and equipment.

4. Skills and Abilities

- Excellent practical skills in grounds maintenance and minor repairs.
- Ability to perform routine inspections and identify faults or safety defects.
- Strong organizational and time management skills.
- Effective communication and interpersonal skills.
- Ability to maintain accurate records and documentation.

- Proficient in using and maintaining tools and equipment for grounds maintenance.

5. Personal Attributes

- Commitment to maintaining high standards of cleanliness, safety, and presentation of public spaces.
- High level of integrity and professionalism.
- Ability to work independently and as part of a team.
- Flexibility to work in various weather conditions and undertake physical tasks.
- Strong commitment to the community and public service ethos.

Additional Requirements

- Ability to travel to different sites as necessary for the role.
- Have a valid UK Driving Licence.
- Willingness to undertake training and development relevant to the role.
- Commitment to maintaining confidentiality and handling sensitive information appropriately.
- Ability to work unsociable hours, including early mornings and weekends, as required.

This person specification outlines the qualifications, experience, skills, and personal attributes required for the role of Operations Officer, ensuring that the successful candidate can effectively manage the diverse responsibilities and contribute to the efficient operation and upkeep of Duston Parish Council's facilities and assets.

EXISTING JOB DESCRIPTION



DUSTON PARISH COUNCIL

JOB DESCRIPTION

Job title:	Operations Officer
Location:	Duston Parish
Salary:	LC1 13-17
Allowances:	Mileage allowance
Hours:	37 hours per week
Responsible to:	Facilities & Operations Manager

JOB PURPOSE

To undertake a range of duties within Duston, providing high-quality and responsive services that improve the environment.

The Parish Operations Officer will be required to work throughout the Parish and work with the Facilities & Operations Team as and when required to prepare rooms/setups and clean.

Working hours will be normal office hours. Once a month, it will be necessary to work a Saturday if helping to prepare a public event, covering staff or responding to an urgent issue.

KEY RESPONSIBILITIES

- 1. Grounds Maintenance**
 - Removal and control of weeds, moss, and other vegetation in the Duston Area
 - Cutting back overhanging vegetation at St. Luke's Community Centre

- Maintaining a clean and safe environment within the spinney at St. Luke's Community Centre. (Incl. the scheduling of annual tree surveys for the listed areas)
 - Hedge trimming, pruning of bushes & trees, strimming & mowing grass, etc of Duston Parish Council owned assets.
 - Gritting and snow clearance Duston Community Centre and St Luke's Centre
 - Reporting any fly posters & graffiti around Duston
 - Watering, dead-heading and general plant care of Parish owned hanging baskets, planters and trees.
 - Inspection of Duston Parish Council Assets (includes DPC owned Parks & Open Spaces)
- 2. Street Furniture Maintenance**
- Cleaning, re-painting and minor repairs of notice boards, benches, playground equipment and planters.
 - Minor maintenance as required of the Timken Artwork, Timken Gates and Rosevilla Hut.
 - Speed signs – Replacing & recharging batteries and periodically moving speed signs throughout the Duston Parish boundaries.
 - Keeping DPC owned pathways free of obstruction
- 3. Health & Safety**
- Playground Safety checks of equipment weekly and keeping records
 - Carry out HSE safety checks on Duston Parish Council-owned premises
 - Report any faults and safety defects in the Parish of Duston to the relevant organisation
- 4. Administrative**
- To work within supplied risk assessments and safety requirements, completing any necessary documentation
 - To maintain a diary of tasks, noting key points and adhering to deadlines
 - To attend any training necessary for the role
 - To liaise closely with the line manager & attend meetings, as necessary
 - Maintain a record of equipment used, so a regular servicing of tools and equipment can be scheduled
 - Comply with Health & Safety Regulations and Council policies & procedures
 - To undertake any other duties as assigned

PEOPLE AND RESOURCES

- The post holder will be line managed by the Facilities Manager.
- The post holder will be responsible for grounds maintenance equipment.

JOB DEMANDS

- The role is physically demanding and will be indoors and outdoors.
- Continuous training will be required (e.g. Health and Safety and new equipment).
- The post holder will require a clear UK driver's licence.
- Adhere to Duston Parish Council Policies & Procedures.

GENERAL

- To undertake other duties commensurate with the position designated by the Facilities & Operations Manager.
- The details in this job description reflect the role when the document was prepared.
- Over time the nature of the role will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and the responsibilities entail.

APPENDIX G



Job Title:	Facilities and Estates Officer
Team:	Facilities & Operations
Salary Grade:	LC1 (7-12)
Working Pattern:	37 Hours per week. Required working for 1 Saturday in a four week period. Work on a shift rota with colleagues to cover mornings and evenings. Occasional weekend working.
Location:	Duston Community Centre, Pendle Road
Line Manager:	Facilities & Operations Manager

About Us

Since the Parish Council was created in 1991 it has been working hard to make Duston a great place to live and work. The Parish Council now delivers a range of services with an extensive property portfolio. The Council is made up of 12 members and is the tier of local government that is closest to the residents.

The Council is committed to delivering its 7 Corporate Objectives.

1. HAVING EXCELLENT COMMUNITY CENTRES
2. DELIVER HIGH QUALITY GREEN SPACES
3. A SAFER, SUSTAINABLE AND PLEASANT ENVIRONMENT
4. PRODUCES AN EVENTS PROGRAMME WHETHER ON ITS OWN OR IN PARTNERSHIP WITH OTHERS
5. ADVANCING HEALTH & WELLBEING
6. ADVOCATING AND PROMOTING DUSTON
7. BEING A PROFESSIONAL AND COMPETENT COUNCIL

Overview

To undertake a range of duties within Duston, assisting to provide high-quality community centres, parks and green open spaces. Under the general direction of the Facilities & Operations Manager this role is required to help maintain all Duston Parish Council assets & property to a good standard.

Also deliver council services such as maintaining speed activated signs, planters, streetlights, street furniture and community defibrillators. Also provide practical support to help deliver parish Council events and engagement.

There is a requirement to work a shift pattern including some evenings, Saturdays and very occasional additional weekends.

Key Tasks and Responsibilities

1. Facilities Management

Stock Management

- Ensure appropriate stock levels for supplies and equipment are maintained.

Venue Setup

- Set up Duston Parish Council venues for bookings, meetings, and other events.
- Move furniture and other articles within the buildings as necessary to facilitate bookings and meetings.

Customer Service

- Take customer enquiries and manage room bookings and payments.
- Show potential customers around the buildings and answering any appropriate questions.
- Ensure building/venue policies and rules are adhered to by hirers.

Maintenance and Reporting

- Report any defects or maintenance work required.
- Assist in the maintenance and upkeep of buildings (both internal and external).

Cleaning and Presentation

- Maintain buildings in a clean and presentable condition for tenants, user groups, and hirers.

- Use and keep secure all cleaning materials and equipment in accordance with health and safety practices.

2. Estates Management

General Maintenance

- Perform minor maintenance and upkeep of parish council owned public open spaces, paths, play areas, landscaped areas, allotments, and other similar areas.

Play & Exercise Equipment

- Assist with the maintenance and inspections of play & exercise equipment.

Floral Displays

- Carry out weeding, watering, and maintenance of all planters and floral displays within the Duston.

Defects Reporting

- Report any environmental and highway issues such as potholes, overgrown vegetation, fly tipping, graffiti, and overflowing bins to West Northamptonshire Council as appropriate.
- Identify and report any defects of Parish Council property to the Facilities & Operations Manager.

Asset Maintenance

- Clean, repaint, and perform minor repairs on parish council notice boards, benches, bins, bollards, playground equipment, and planters.
- Perform minor maintenance and cleaning on Timken Artwork, Rose Garden, Timken Gates, Rosevilla Hut, Village Sign and War Memorial.

Delivering Operational Services

- Replace and recharge batteries and periodically move speed activated signs within Duston Parish boundaries.
- Change flags on DPC flag poles as appropriate.
- Keep DPC-owned pathways and car parks free of obstruction.
- Maintain all Parish Council defibrillators and bleed cabinets.
- Provide practical support for parish council events and engagement.

3. General Duties

- Obtain quotes for works as needed in accordance with the Council's Financial Regulations.

- Carry out litter picking around Duston Parish Council buildings, parks, and open spaces.
- Work within supplied risk assessments and safety requirements, completing necessary documentation.
- Assist in maintaining safety and inspection records.
- Maintain a diary of tasks, noting key points and adhering to deadlines.
- Maintain a record of equipment used to schedule regular servicing of tools and equipment.
- Comply with Health & Safety Regulations and Council policies and procedures.

4. Additional Duties

- Attend necessary training for the role.
- Ensure good customer service to local residents.
- Consult closely with the Facilities & Operations Manager and Operations Officer and attend meetings as required.
- Undertake any other duties as assigned by the Facilities & Operations Manager commensurate with the post.

General

The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.



Facilities & Estates Officer

Person Specification

Essential Qualifications

- **Education:**
 - GCSEs (or equivalent) including English and Maths

Essential Experience

- Previous experience in facilities management, estate management, or a similar role.
- Experience in customer service, handling enquiries, and managing bookings.
- Experience in general maintenance and minor repair work.

Desirable Experience

- Experience in horticulture or grounds maintenance.
- Experience working within a public or community sector environment.

Essential Skills

- **Organizational Skills:**
 - Strong organizational and time management skills to handle multiple tasks and meet deadlines.
- **Communication Skills:**
 - Excellent communication and interpersonal skills to interact effectively with customers, colleagues, and contractors.
- **Practical Skills:**
 - Competence in performing minor maintenance tasks, repairs, and general upkeep.
 - Ability to safely use and maintain tools and equipment related to grounds maintenance and facilities management.
- **Administrative Skills:**

- Basic administrative skills, including maintaining records and documentation.
- Ability to manage stock levels and perform routine inspections.

Essential Abilities

- **Customer Service:**
 - Ability to provide excellent customer service, including handling enquiries and managing room bookings.
 - Capacity to ensure adherence to building/venue policies by hirers.
- **Health & Safety:**
 - Knowledge of Health & Safety regulations and the ability to comply with these in all tasks.
 - Capability to carry out risk assessments and maintain safety records.
- **Teamwork:**
 - Ability to work effectively both independently and as part of a team.
 - Flexibility to assist colleagues and cover for annual leave and illness as needed.

Personal Attributes

- **Professionalism:**
 - High level of integrity and professionalism in all interactions.
 - Commitment to maintaining high standards of cleanliness, safety, and presentation of public spaces.
- **Reliability:**
 - Dependable and punctual, with a strong work ethic.
 - Ability to work under pressure and manage workload efficiently.
- **Flexibility:**
 - Willingness to work unsociable hours, including early mornings and weekends, when required.

Additional Requirements

- **Training:**
 - Willingness to undertake training and development relevant to the role.
- **Physical Fitness:**
 - Physically fit and able to undertake manual tasks such as moving furniture, grounds maintenance, and equipment handling.

- **License:**
 - Valid UK driving license (desirable).

This person specification outlines the qualifications, experience, skills, and personal attributes required for the role of Facilities & Estates Officer. The successful candidate will be responsible for ensuring the efficient management, maintenance, and presentation of Duston Parish Council's facilities and estates, contributing to a safe, clean, and welcoming environment for all users.

EXISTING JOB DESCRIPTION



JOB DESCRIPTION

Job title:	Facilities and Estates Officer
Location:	Duston Parish
Salary:	LC1 7-12
Allowances:	Mileage allowance
Hours:	37 hours per week
Responsible to:	Facilities & Operations Manager

JOB PURPOSE

To undertake a range of duties within Duston, providing high-quality and responsive services that improve the Parish Council owned facilities, land and assets.

The Parish Operations Officer will be required to work throughout the Parish and work within the Facilities & Operations Team as and when required to prepare rooms/setups and clean.

Requirement to work a shift pattern including some evenings, Saturdays and very occasional additional weekends.

Once a month, it will be necessary to work a Saturday if helping to prepare a public event, covering staff or responding to an urgent issue.

Under the general direction of the Facilities & Operations Manager this role is required to help maintain DPC assets to a high standard.

To assist in the maintenance of Parish Council property

KEY RESPONSIBILITIES

5. Facilities

- Ensure appropriate stock levels for supplies and equipment are maintained.
- Setting up Duston Parish Council venues for bookings, meetings etc.
- To move furniture and other articles within the buildings as necessary to facilitate bookings and meetings.
- To take customer enquiries and room bookings.
- To ensure our building/venue policies and rules are adhered to by hirers.
- To report any defects or maintenance work required and to assist in the maintenance and upkeep of the buildings (internally and externally).
- To maintain the buildings in a clean and presentable condition suitable for use by tenants, user groups / hirers.
- To use and keep secure all cleaning materials and equipment in accordance with current health and safety practices.

6. Estates

- General minor maintenance and upkeep of parish council public open spaces, play areas, landscaped areas, allotments and other similar areas.
- To assist with the maintenance of play equipment
- To assist with play inspections, play sites and other DPC assets
- Weeding, watering and maintenance of all planters and floral displays.
- As appropriate identifying defects and reporting them onto West Northamptonshire Council
- Cleaning, re-painting and minor repairs of parish council notice boards, benches, bins, bollards playground equipment and planters.
- Minor maintenance as required of the Timken Artwork, Timken Gates and Rosevilla Hut.
- Speed signs – Replacing & recharging batteries and periodically moving speed signs throughout the Duston Parish boundaries.
- Changing flags on DPC flag poles as appropriate
- Keeping DPC owned pathways free of obstruction.

7. General

- As directed by the Facilities & Operations Manager obtain quotes for any works as needed in accordance with the Councils Financial Regulations.
- Carry out litter picking around Duston Parish Council buildings, parks and open spaces.
- To work within supplied risk assessments and safety requirements, completing any necessary documentation.
- Assist in maintain safety and inspection records.
- To maintain a diary of tasks, noting key points and adhering to deadlines
- To attend any training necessary for the role
- To liaise closely with the line manager & attend meetings, as necessary

- Maintain a record of equipment used, so a regular servicing of tools and equipment can be scheduled
- Comply with Health & Safety Regulations and Council policies & procedures.
- To undertake appropriate training as required.
- To undertake any other duties as assigned

PEOPLE AND RESOURCES

- The post holder will be line managed by the Facilities & Operations Manager.
- The post holder will be responsible for facilities & grounds maintenance equipment.

JOB DEMANDS

- The role is physically demanding and will be indoors and outdoors.
- Continuous training will be required (e.g. Health and Safety and new equipment).
- The post holder will require a clear UK driver's licence.

GENERAL

- To undertake other duties commensurate with the position designated by the Facilities Manager.
- The details in this job description reflect the role when the document was prepared.
- Over time the nature of the role will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and the responsibilities entailed.

APPENDIX H



Job Title:	Events and Engagement Manager
Team:	Events and Engagement
Salary Grade:	LC2 (29-32)
Working Pattern:	37 Hours pw (some evening and occasional weekend working)
Location:	Duston Community Centre, Pendle Road
Line Manager:	Parish Clerk

About Us

Since the Parish Council was created in 1991 it has been working hard to make Duston a great place to live and work. The Parish Council now delivers a range of services with an extensive property portfolio. The Council is made up of 12 members and is the tier of local government that is closest to the residents.

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5. ADVANCING HEALTH & WELLBEING
6. ADVOCATING AND PROMOTING DUSTON
7. BEING A PROFESSIONAL AND COMPETENT COUNCIL

Overview

The role of the Events & Engagement Manager is pivotal to the Parish Council ensuring Duston is a great place to live, work and visit.

They lead the delivery of a regular program of various events for the local community throughout the year. This includes overseeing event design, production, and delivery, and taking full control of logistical planning to ensure successful delivery.

The Events & Engagement Manager plays a vital role in maintaining and building up working relationships between the Parish Council and community groups, voluntary organisations, businesses and other public service bodies. Taking the lead but also working collaboratively, they work with these local stakeholders on initiatives to make Duston a healthier and more pleasant place to live and work.

The role also includes overseeing council communications and external public consultations.

The Events & Engagement Manager serves as a bridge between the council and the community, ensuring that the council's events and engagement resonate with the residents of Duston and contribute to community wellbeing.

The postholder will be responsible for overseeing The Grow Together Allotment Project.

Key Tasks and Responsibilities

Event Planning and Management

- Initiate, oversee, manage, and deliver Duston Parish Council events, such as Duston Fun Day, community gatherings, health & wellbeing talks & activities and the Annual Parish Meeting.
- Devise an events and engagement program that covers different age groups and demographics in Duston.
- Conduct thorough risk assessments for events, ensuring compliance with health and safety regulations and obtaining necessary licenses and insurance coverage.

Community Engagement

- Develop and strengthen collaborative working through community engagement and partnership working for the benefit of Duston.
- Maintain working relationships with local statutory bodies, such as West Northamptonshire Council, medical providers, and the local policing team, to address community needs effectively particularly in relation to health and wellbeing.
- Manage and monitor community service contracts, such as those with youth organisations or service providers, to ensure effective delivery of services.
- Promote and advocate Duston as a great place to live, work, and enjoy and what it has to offer.

Council Communications

- In consultation with the Clerk coordinate press releases, radio interviews, publicity, newsletters, and marketing efforts to promote the Parish Council and its facilities, events, services, and projects.
- Design, manage, and maintain all Parish Council social media platforms and the website.
- Oversee public consultations to gather community feedback and analyze the data for decision-making purposes.

Resource Management

- Maintain accurate records of time spent on different events and projects to inform future budget planning.
- Ensure cost-effective delivery of events and engagement activities, achieving best value for money.
- Deliver Event & Engagement projects within agreed budgets.

Staff Management and Volunteer Coordination

- Line manages the Events & Communications Officer and TGTA Coordinator.
- Recruit and manage volunteers to assist with events and engagement, adhering to the Volunteer Policy.
- Work with the Facilities and Operations Manager to coordinate Parish Council resources for successful event delivery.
- Support staff development and training within the Events & Engagement Team.

Legal and Governance

- Stay informed about legal and regulatory requirements related to events, ensuring compliance with relevant laws and regulations.
- Advise committees and the council on resource and legal constraints to facilitate informed decision-making.
- Work and liaise with Parish Councillors, preparing reports for Council and Committee on Events & Engagement and attending meetings as requested by the Clerk.
- Promote equal opportunity in all Parish Council activities and when working with the public and other stakeholders.
- Adhere to all policies and procedures approved by Duston Parish Council.

Other Responsibilities

- Perform other duties as required by the Clerk.
- To work with the Clerk, Deputy Clerk and Facilities and Operations Manager to help deliver Council projects.
- Contribute to the development and improvement of the services of Duston Parish Council.

- Undertake training in accordance with identified training requirements or as directed by the Clerk.
- Represent Duston Parish Council at events and engagement activities within the West Northamptonshire area as needed.
- Ability to work some evenings and weekends.
- Promote equality, diversity, and inclusion, working to create and maintain a safe, supportive, and welcoming environment where all individuals are treated with dignity.

General

The details contained in this job description, reflect the job content at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.



Events & Engagement Manager

Person Specification

Essential qualifications

- **Education:**
 - Qualification in Event Management, Public Relations, Marketing, or a related field.

Essential Experience

- **Event Management:**
 - Proven experience in planning, managing, and delivering a range of events.
 - Experience conducting risk assessments and ensuring compliance with health and safety regulations.
- **Community Engagement:**
 - Experience in community engagement and partnership working.
 - Experience working with local statutory bodies and community groups.
- **Communications:**
 - Experience in managing social media platforms, websites, and other communication channels.
 - Experience in coordinating press releases, radio interviews, and marketing efforts.
- **Resource Management:**
 - Experience in managing budgets and delivering cost-effective events.
 - Experience in maintaining records for time and resource management.

Desirable Experience

- Experience in a public sector or local government environment.
- Experience managing volunteers and staff.

Essential Skills

- **Organisational Skills:**
 - Strong organisational and project management skills to handle multiple events and activities.
 - Ability to maintain accurate records and manage resources effectively.

- **Communication Skills:**
 - Excellent verbal and written communication skills.
 - Ability to engage with diverse community groups and stakeholders.
- **IT Skills:**
 - Proficiency in using social media platforms, website management tools, and standard office software.
- **Interpersonal Skills:**
 - Strong interpersonal skills to build and maintain relationships with community partners, stakeholders, and volunteers.

Essential Abilities

- **Leadership:**
 - Ability to lead and manage a team, providing support and development opportunities.
 - Ability to recruit, manage, and motivate volunteers.
- **Problem-Solving:**
 - Strong problem-solving skills and the ability to respond to unforeseen challenges effectively.
- **Flexibility:**
 - Ability to work flexible hours, including evenings and weekends, as required by event schedules.
- **Customer Service:**
 - Commitment to providing excellent customer service and promoting the Parish Council positively.

Personal Attributes

- **Professionalism:**
 - High level of professionalism and integrity in all interactions.
 - Commitment to maintaining high standards and continuous improvement.
- **Enthusiasm:**
 - Enthusiasm for community engagement and a passion for creating inclusive events.
- **Resilience:**
 - Ability to work under pressure and handle multiple priorities.

Additional Requirements

- **Training:**

- Willingness to undertake relevant training and development opportunities.
- Hold a valid UK Driving Licence
- **Compliance:**
 - Understanding of and commitment to equality, diversity, and inclusion.
 - Adherence to all Parish Council policies and procedures.
- **Representation:**
 - Ability to represent Duston Parish Council positively at events and within the wider community.

This person specification outlines the qualifications, experience, skills, and personal attributes required for the role of Events & Engagement Manager. The successful candidate will be responsible for planning, managing, and delivering a diverse range of events and engagement activities, promoting community involvement, and ensuring effective communication with stakeholders.

APPENDIX I



Job Title:	Events & Communications Officer
Team:	Events & Engagement
Salary Grade:	LC1 7-12
Working Pattern:	25 Hours pw (some evening and occasional weekend working)
Location:	Duston Community Centre, Pendle Road
Line Manager:	Events and Engagement Manager

About Us

Since the Parish Council was created in 1991 it has been working hard to make Duston a great place to live and work. The Parish Council now delivers a range of services with an extensive property portfolio. The Council is made up of 12 members and is the tier of local government that is closest to the residents.

The Council is committed to delivering its 7 Corporate Objectives.

1. HAVING EXCELLENT COMMUNITY CENTRES
2. DELIVER HIGH QUALITY GREEN SPACES
3. A SAFER, SUSTAINABLE AND PLEASANT ENVIRONMENT
4. PRODUCES AN EVENTS PROGRAMME WHETHER ON ITS OWN OR IN PARTNERSHIP WITH OTHERS
5. ADVANCING HEALTH & WELLBEING
6. ADVOCATING AND PROMOTING DUSTON
7. BEING A PROFESSIONAL AND COMPETENT COUNCIL

Overview

The primary responsibility of the Events & Communications Officer is to contribute to making Duston a vibrant and thriving community by assisting in the planning, delivery, and promotion of council events and engagement. This role involves a mix of administrative duties, event planning, database maintenance, online presence management, community engagement, and volunteer coordination. Additionally, the officer will support marketing and publicity efforts related to Duston Parish Council initiatives and services and engage with local stakeholders.

Key Tasks and Responsibilities

Event Planning and Delivery

- Assist in planning and delivering Duston Parish Council events and engagement initiatives.
- Ensure efficient coordination and delivery of events.

Publicity and Marketing

- Assist in the promotion and marketing of Duston Parish Council facilities and services through newsletters, posters, third-party publications, and online platforms.
- Promote Duston generally and its amenities to enhance its reputation as a great place to be.
- Coordinate activities related to events and marketing with other officers.

Material Creation

- Develop print and online materials for parish council consultations and promotional activities.
- Support the promotion and embedding of the Duston Parish Council Brand.

Administrative Management

- Manage administrative tasks associated with events and engagement, such as receiving booking forms, organising paperwork, and answering questions from suppliers.

Database Maintenance

- Maintain an accurate database of contacts and stallholders for event coordination and engagement purposes.

Online Presence Management

- Help maintain the Duston Parish Council website and social media pages.
- Ensure online content is up-to-date, relevant, and engaging.

Community Engagement

- Represent Duston Parish Council at community events within the parish and other places in West Northamptonshire as required.
- To work on initiatives with local stakeholders that promote public health and community wellbeing within Duston.
- To assist with partnership working and delivering of SLAs when it comes to events and engagement.

Volunteer Coordination

- Assist in recruiting, retaining, and coordinating volunteers to support parish initiatives and events.

Stakeholder Communication

- Engage with councillors and the community to promote events, projects, and services.
- Gather feedback to inform better planning and future decisions.

Public Interaction

- Work with colleagues to answer enquiries from the general public and take any appropriate action.
- To cover the reception when necessary due to staff illness and annual leave.

Policy Compliance

- Help ensure compliance with Duston Parish Council policies and procedures in all activities and initiatives.
- Help ensure compliance with legal and insurance obligations.
- Apply the principles of equality and equal opportunities as set out in the Council's policies.

Additional Duties

- Undertake any other duties as assigned by the Events and Engagement Manager commensurate with the post.
- Conduct all administrative and other duties associated with the post and its functions.
- Attend events to promote the Council as required.

General

The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.



Events & Communications Officer

Person Specification

Essential Qualifications

- **Education:**
 - A-levels or equivalent qualification.
 - Further education or professional development in Event Management, Marketing, Communications, or a related field (desirable).

Essential Experience

- **Event Planning and Delivery:**
 - Some experience in assisting with the planning and delivery of events.
 - Experience in coordinating and managing event logistics.
- **Publicity and Marketing:**
 - Experience in promoting events and services through various marketing channels, including social media, newsletters, and posters.
 - Experience in creating promotional materials, both print and online.
- **Administrative Management:**
 - Experience in managing administrative tasks, including organizing paperwork and responding to inquiries.

Desirable Experience

- Experience of working in a public sector or community-focused environment.
- Experience of working with volunteers.

Essential Skills

- **Organisational Skills:**
 - Strong organizational and time management skills.
 - Ability to handle multiple tasks and deadlines effectively.
- **Communication Skills:**

- Excellent verbal and written communication skills.
- Ability to engage with a wide range of stakeholders, including councillors, community groups, and the general public.
- **IT Skills:**
 - Proficiency in using social media platforms, website management tools, and standard office software (e.g., Microsoft Office).
 - Ability to create and manage online content.
- **Interpersonal Skills:**
 - Strong interpersonal skills to build and maintain relationships with community members, volunteers, and stakeholders.

Essential Abilities

- **Attention to Detail:**
 - Keen attention to detail in maintaining databases, managing event logistics, and creating promotional materials.
- **Customer Service:**
 - Strong customer service skills and the ability to represent the Parish Council positively.
- **Flexibility:**
 - Willingness to work flexible hours, including evenings and weekends, as required by event schedules.
- **Teamwork:**
 - Ability to work collaboratively as part of a team and independently when necessary.

Personal Attributes

- **Enthusiasm:**
 - Enthusiasm for community engagement and promoting local events and initiatives.
- **Professionalism:**
 - High level of professionalism and commitment to maintaining high standards in all tasks.
- **Resilience:**
 - Ability to work under pressure and handle multiple priorities effectively.

Additional Requirements

- **Training:**

- Willingness to undertake relevant training and development opportunities.
- **Compliance:**
 - Understanding of and commitment to equality, diversity, and inclusion.
 - Adherence to all Parish Council policies and procedures.
- **Representation:**
 - Ability to represent Duston Parish Council positively at events and within the wider community.

This person specification outlines the qualifications, experience, skills, and personal attributes required for the role of Events & Communication Officer. The successful candidate will assist in planning and delivering events, promoting council services, engaging with the community, and ensuring effective communication through various channels.

APPENDIX J



DUSTON PARISH COUNCIL

Job Title:	TGTA Coordinator
Team:	Events & Engagement
Salary Grade:	LC1 7-12
Working Pattern:	6 hours per week (very occasional evening and weekend working)
Location:	Berrywood Road Allotment Site
Line Manager:	Events & Engagement Manager

About Us

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2. DELIVER HIGH QUALITY GREEN SPACES
3. A MORE SAFER, SUSTAINABLE AND PLEASANT ENVIRONMENT
4. PRODUCES AN EVENTS PROGRAMME WHETHER ON ITS OWN OR IN PARTNERSHIP WITH OTHERS
5. ADVANCING HEALTH & WELLBEING
6. ADVOCATING AND PROMOTING DUSTON
7. BEING A PROFESSIONAL AND COMPETENT COUNCIL

Overview

The Grow Together Allotment is a Parish Council resource that advances local health & wellbeing.

The coordinator directly manages and supervises The Grow Together Allotment (TGTA) as a community facility, ensuring it benefits the whole of Duston Parish.

Also manage and supervise volunteers and other service users where people will feel able to take part and contribute to the running of the project.

Oversee regular skill sharing and volunteering activities to sustain involvement in the Allotment.

Key Tasks and Responsibilities

Collaborative Planning and Development:

- Collaborate with volunteers to develop the growing plan and activities at the allotment site.
- Build links with Duston-based organisations to engage in the growing programme.
- Organise and promote monthly volunteering activity days, in conjunction with relevant staff, and record attendance.

Volunteer Management and Supervision:

- Assist in the recruitment and retention of volunteers.
- Manage regular volunteers according to the Duston Parish Council Volunteer Policy and keep them informed of all allotment activities.
- To keep the Grow Together Allotment tidy and free of litter

Site Maintenance and Compliance:

- Ensure the allotment is maintained to the required standards of the Duston Horticultural Society (DHS).
- Ensure volunteers and visitors comply with DHS site rules and regulations.
- Ensure Disclosure & Barring Service (DBS) checks are conducted when necessary.

Community Engagement and Promotion:

- Promote the Grow Together Allotment as a resource for individual and community wellbeing in Duston.
- Build working relationships with Duston parish based organisations and community representatives.

General Responsibilities:

- Manage volunteers to facilitate the planting programme.
- Undertake any other duties as assigned by the Events and Engagement Manager commensurate with the post.
- Occasionally attend evening Council/Committee meetings.
- Adhere to Duston Parish Council policies, procedures, and risk assessments.

People and Resources:

- To work closely and collaboratively with Volunteers, service users, community representatives, and staff colleagues.

General

The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.



The Grow Together Allotment Coordinator

Person Specification

Essential Qualifications

- Education:
 - GCSEs or equivalent qualifications.
 - Further education or certification in Horticulture, Environmental Science, Community Development, or related field (desirable).

Essential Experience

- Volunteer Management:
 - Experience in recruiting, retaining, and managing volunteers.
 - Experience in organizing and supervising volunteer activities.
- Community Engagement:
 - Experience in community engagement and building relationships with local organizations.
 - Experience in promoting community initiatives.
- Horticulture:
 - Experience in gardening, horticulture, or allotment management.
 - Experience in maintaining outdoor spaces to a high standard.

Desirable Experience

- Experience working with community groups or in a similar community-focused role.
- Experience in planning and delivering educational or community-based programs.

Essential Skills

- Organizational Skills:
 - Strong organizational and time management skills.
 - Ability to plan, coordinate, and manage multiple activities and projects.
- Communication Skills:

- Excellent verbal and written communication skills.
- Ability to engage with a diverse range of stakeholders, including volunteers, community groups, and the general public.
- IT Skills:
 - Proficiency in using standard office software (e.g., Microsoft Office).
 - Ability to maintain records and manage documentation effectively.
- Interpersonal Skills:
 - Strong interpersonal skills to build and maintain relationships with volunteers and community members.

Essential Abilities

- Attention to Detail:
 - Keen attention to detail in maintaining the allotment site and managing volunteer activities.
- Problem-Solving:
 - Ability to identify issues and implement effective solutions promptly.
- Flexibility:
 - Willingness to work flexible hours, including weekends and evenings, as required by volunteer activities and community events.
- Teamwork:
 - Ability to work collaboratively as part of a team and independently when necessary.

Personal Attributes

- Enthusiasm:
 - Enthusiasm for community gardening, volunteerism, and promoting community wellbeing.
- Professionalism:
 - High level of professionalism and commitment to maintaining high standards in all tasks.
- Resilience:
 - Ability to work under pressure and handle multiple priorities effectively.

Additional Requirements

- Training:
 - Willingness to undertake relevant training and development opportunities.

- **Compliance:**
 - Understanding of and commitment to equality, diversity, and inclusion.
 - Adherence to all Parish Council policies and procedures, including health and safety regulations and risk assessments.
- **Representation:**
 - Ability to represent Duston Parish Council positively at events and within the wider community.

This person specification outlines the qualifications, experience, skills, and personal attributes required for the role of Grow Together Allotment Coordinator. The successful candidate will collaborate with volunteers, maintain the allotment site, engage with the community, and ensure compliance with all relevant policies and regulations.

EXISTING JOB DESCRIPTION



DUSTON PARISH COUNCIL

JOB DESCRIPTION

Job title:	Grow Together Allotment Co-ordinator
Location:	Berrywood Road Allotment
Salary:	LC2 7-12
Hours:	6 hours per week
Responsible to:	Business & Community Development Manager
Directly responsible for:	Allotment Volunteers & other service users

JOB PURPOSE

To directly manage and supervise "The Grow Together Allotment" as a community facility and help ensure it benefits the whole of Duston as much as possible.

Manage and supervise volunteers and other service users where people will feel able to take part and contribute.

Oversee regular skill sharing and volunteering activities to sustain involvement in the Allotment.

DUTIES & RESPONSIBILITIES

- To work collaboratively with volunteers to develop the growing plan and activities at the allotment site.

- To build links with Duston based organisations that can engage in the growing programme.
- To work with the relevant staff member in organising monthly volunteering activity days, promoting them and recording attendance.
- Assist in the recruitment and retention of volunteers.
- Manage regular volunteers in accordance with the Duston Parish Council Volunteer Policy and keep them informed of all allotment activities.
- Facilitate and oversee volunteer litter picks within the parish of Duston.
- To ensure the allotment is maintained to the required standards to satisfy the Duston Horticultural Society.
- To ensure the volunteers and any visitors to the allotment plot comply with the DHS site rules and regulations.
- To ensure DBS checks are carried out when necessary.
- Assist in promoting the Grow Together Allotment as a resource for individual and community wellbeing.

PEOPLE AND RESOURCES

The jobholder is expected to work with the following stakeholders:

- Liaison with volunteers, service users, partners and staff colleagues
- Liaison with community representatives

JOB DEMANDS

This job entails the following demands:

- Manage volunteers in order to facilitate the planting programming.
- Building working relationships with Duston organisations.
- To undertake any other duties commensurate with the position as designated by the line manager
- Occasional attendance of evening Council / Committee meetings (approx. once a quarter).

- Adhere to Duston Parish Council policies, procedures and risk assessments

GENERAL

The details contained in this job description, reflect the job content at the date the job description was prepared.

JOB DEMANDS

- * The job holder will be responsible for the following duties:
- * Maintain and update the list of people who are eligible to be elected to the Parish Council
- * Provide working notices with District Organisations
- * In undertake any other duties as may be required by the Parish Council
- * Provide a list of people who are eligible to be elected to the Parish Council

Summary

The staffing review was undertaken to ensure that the council's staffing structure reflects its corporate objectives and service delivery needs. The review considered the whole staff structure, not just a part of it, and the powers and responsibilities of the council as an employer and a service provider.

The proposed changes to the Office team: The review proposed to delete the position of Assistant Clerk and create a new part-time post of Deputy Clerk & Responsible Finance Officer. The Deputy Clerk would support the Clerk in administration, strategy, and governance, and would be expected to be CiLCA qualified or achieve it within a specified time frame. The Deputy Clerk would also be responsible for delivering planning-related services.

The proposed changes to the Facilities and Operations team: The review concluded that no substantive changes are needed within this team for the time being, but the structure may need to be reviewed again in the future due to the council's expected growth in managing parks, allotments, and green open spaces. The team consists of the Facilities & Operations Manager, the Operations Officer, and three Facilities & Estates Officers. The team is responsible for delivering corporate objectives one, two, and three, focusing on facility management, parks, and operational support.

The proposed changes to the events and engagement team: The review proposed to restructure this team to create one full-time Events & Engagement Manager position and one part-time Events & Communications Officer position. The review argued that this restructuring would increase staff hours, expand the scope of responsibilities, enhance service delivery, strengthen community partnerships, and ensure a wide variety of projects and initiatives. The team is responsible for delivering corporate objectives four, five, and six, focusing on organizing events, managing community engagement, consultations, and overseeing community initiatives that enhance Duston. The team also includes the TGTA Co-ordinator, who oversees the Grow Together Allotment project.

The proposed new staff structure and job descriptions: The review provided a diagram of the proposed new staff structure in Appendix B, showing the three distinct teams within the council and their respective roles and pay grades. The review also proposed some alterations to the staff job descriptions, mainly to clarify and update the existing roles and duties, and to create new job descriptions for the Deputy Clerk, the Events & Engagement Manager, and the Events & Communications Officer. The proposed job descriptions are attached in Appendices C to J.

DATE September 2024

NAME

ADDRESS

Dear NAME

The Council has been investigating how it can optimise the use of staffing resources to make jobs more effective and at the same time fulfilling for Employees. It also needs to expand the scope of responsibility of the Council, improve community impact and service delivery, and enhance the representation of what it does. The results of this investigation and the Council's proposals are set out in the attached business case.

Before any decisions are made these proposals are to be subject to a 14 day consultation process, starting on 4th September 2024 and lasting until 19th September 2024. The purpose of the Consultation process would be to enable you to:

1. Challenge the reasons for making these proposals.
2. Enable you to make your own proposals, as well as consider any available alternative posts within the Council if your position is at risk of redundancy.
3. Discuss how the proposals would impact on your terms and conditions of employment.
4. Discuss your redundancy severance pay if your post is at risk of redundancy.

Consultation is available to you completely at your discretion at any time during this period. However, we would like to conduct meetings with staff, to facilitate this discussion on the above points. Please let us know if this something you would like to do.

Following the consultation period, a formal decision will be taken by the Council as to whether or not to implement the proposed restructure in the staffing review. If it does you will be invited to a formal meeting to discuss the outcome.

We will be writing to you to invite you to this meeting, at which you will be entitled to be accompanied by either a work colleague or a Trade Union Representative if you hold and prove such membership.

If you wish to arrange a meeting during this consultation period, ask any questions or submit comments and feedback then please email the Clerk clerk@duston-pc.gov.uk and he will forward your correspondence to us.

Yours sincerely

Cllr Bill Littlewood

Cllr Paul Enright-King, Chair of Duston Parish Council

cc:

File

Gary Youens, Clerk Duston Parish Council