



WESTON-SUPER-MARE TOWN COUNCIL
WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE
HELD AT 32 WATERLOO STREET
ON 8TH JULY 2026

Meeting Commenced: 11am

Meeting Concluded: 11.50am

PRESENT: Councillors Gillian Bute, Mark Canniford(VC), Peter Crew, Jemma Coles, Alan Peak, Caroline Reynolds (VC) and John Standfield.

In Attendance: Sarah Pearse -CEO/Town Clerk, Helen Morton Director of Finance & Resources-RFO and Rebecca Saunders-Civic Officer and PA to the CEO/Town Clerk.

4	To receive Apologies for Absence and Notification of Substitutes
2.	Apologies for absence were received from Councilor Mike Bell with Councillor Caroline Reynolds Substitution. Apologies were also received from Councilors Tim Taylor and Simon Harrison-Morse with no Substitutions
4	To receive Declarations of Interest
3.	Cllr Peter Crew declared a personal link to the employee on item 10 so would leave the room for this item.
4	To note the appointment of the Chair and Vice-Chair by Full Council at its Annual Meeting held on 28th May 2026.
4.	RESOLVED: That the appointment of the Chair (Councillor Tim Taylor) and Vice Chair (Mark Canniford) by Full Council at its Annual Meeting held on 28 th May 2026 be noted.
4	Confirmation of Committee Terms of Reference by Council at its Annual Meeting held on 28th May 2026.
5.	RESOLVED: That the Committee Terms of Reference by Council at its Annual Meeting held on 28 th May 2026 be confirmed.
4	To receive and approve the minutes of the previous Personnel Committee meeting held on 6th May 2026
6.	The minutes of the last meeting had been previously circulated at the meeting.

	<p>PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Jemma Coles.</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: That the minutes be approved and signed by the Chair as a true record of the meeting.</p>
4 7.	<p>General Matters</p> <p>Personnel Committee Annual Work Programme 2026/27</p> <p>The Chief Executive Officer/Town Clerk introduced the revised Annual Work Programme, explaining that the format had been developed following Member feedback to provide a clearer, appendix-based overview of business for each meeting. It was noted that the document would remain a live work programme and could be updated as required.</p> <p>During discussion, Members:</p> <ul style="list-style-type: none"> • Welcomed the revised format, noting it was clearer and easier to interpret. • Recognised the work undertaken to develop the new approach. • Supported its use as a framework for planning the Committee's work during 2026/27. <p>PROPOSED BY: Councillor Mark Canniford SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and the motion was carried.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To approve the Personnel Committee Annual Work Programme for the 2026/27 municipal year (Appendix A). 2. To authorise the Chief Executive Officer/Town Clerk, in consultation with the Chair of the Committee, to make minor administrative amendments during the municipal year, provided these do not alter the Committee's delegated responsibilities or decision-making powers.
4 8.	<p><i>To resolve under the public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business</i></p> <p><i>The committee unanimously agreed to resolve this item.</i></p>
	<p><u>Personnel Matters</u></p> <p><i>Minute numbers 49- 53 are not available, due to the confidential nature, as indicated on the agenda and resolved at the meeting.</i></p> <p><i>To resolve under the public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.</i></p>
	<p>There being no further business the meeting concluded at 11.50am</p>

	<p>Signed.....Dated..... Chair of the Personnel Committee</p>
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Personnel Committee 28th October 2026

HR policies – New and updated policies

Report from the Director of Finance & Resources

1. Purpose and Background of Report

The purpose of this report is to present the following policies for review consideration and adoption by the Council..

- The updated Appraisal Policy @ October 2026
- The updated Capability Policy @ October 2026
- The updated Disciplinary and Grievance Policy @ October 2026
- The Flexible Working Policy @ October 2026
- The updated Leave of Absence Policy @ October 2026

The proposed policies set out the Council's commitment to providing duty of care, preventing harassment and promoting a respectful working environment. It reflects relevant legislation including the Equality Act 2010 and the Worker Protection (Amendment of Equality Act 2010) Act 2023, together with recognised guidance from ACAS and the Equality and Human Rights Commission and the new Employment Right Act 2025. All of these policies have been effected by the new Employment Rights Act 2025 that comes into effect from 6th April 2026 and further amendments from that date.

All the policies outline the Council's commitment to maintaining a respectful workplace, the responsibilities of councillors, employees and officers, procedures for reporting and addressing concerns, arrangements for investigation and confidentiality.

The policies also clarify the importance of maintaining appropriate working relationships between councillors and staff, reflecting good governance practice for councils.

For reference within the policies any **red** highlighted wording has been included from a previous policy, **blue** highlighted wording is **new** or additional wording within the policy.

2. Options for Council

The Council may choose to:

- a) Adopt the updated policies.
- b) Request amendments to the policies prior to adoption.
- c) Defer consideration pending further review or advice.



3. Reason for Recommendation

The Council has a duty to ensure that employees, councillors and others involved in council activities are treated with dignity and respect. Harassment, bullying and victimisation can undermine effective governance, damage working relationships and create risks for the Council as an employer.

Adopting the policies will ensure that the Council has a robust and clear framework for preventing and addressing and issues within council activities. It supports compliance with employment legislation and promotes good governance and professional standards within the Council.

4. Expected Benefits

Adoption of the policies will help promote a respectful working environment, support the wellbeing of employees and councillors, and provide clear procedures for addressing concerns and a duty of care to all. It also helps reduce the risk of employment disputes and supports the Council's commitment to equality and professional conduct.

5. Implications

5.1. Legal

Adopting these policies supports the Council's compliance with employment law, equality legislation, good guidance as highlighted within each individual policy.

5.2. Risks

Failure to adopt clear policies may increase the risk of workplace disputes, complaints or legal claims.

5.3. Financial Implications

There are no direct financial implications associated with adopting this policy.

5.4. Timescales

Subject to approval by the Council, the policy will take effect immediately following adoption at Full Town Council.

5.5. Stakeholders

Councillors, council employees, contractors, volunteers and members of the public interacting with the Council may be affected by this policy.



5.6. Contractors

Contractors and suppliers working with the Council will be expected to comply with appropriate standards of conduct when engaged in council activities.

5.7. Crime & Disorder (councils have a legal duty to consider impact)

There are no direct crime and disorder implications arising from this report.

5.8. Biodiversity (councils have a legal duty to consider impact)

There are no biodiversity implications associated with this report

5.9. Privacy Impact (consider Privacy Impact assessment)

The policy will be implemented in accordance with data protection legislation. Personal information relating to complaints will be handled sensitively and confidentially.

5.10. Equality & Diversity (councils have a legal duty to consider impact)

The policies support the Council's duties under the Equality Act 2010 and promotes fair and respectful treatment of all individuals.

6. Appendices

n/a

7. Members are recommended to:

Recommendation Adoption following committee review to the next Town Council meeting with regard to the following updated policies:

- Appraisal Policy
- Capability Policy
- Disciplinary and Grievance Policy
- Flexible Working Policy
- Leave of Absence Policy

Helen Morton

Director of Finance & Resources
Drafted 21st October 2026



Personnel Committee 28th October 2026 **Worknest Updates & HR Support Contract** **Report from the Director of Finance & Resources**

Purpose and Background of Report

This report is to update the Committee on any staffing and contractual issues working alongside the Council's legal HR consultants.

Reportable issues

There are no issues to report at present.

HR and Health and Safety support contract

The current HR support contract is due to expire on 31st March 2027. The contract is covers the following aspects:

Indemnity Insurance	£1,409
HR and Health and Safety support	£6,468
E- Learning package	£1,955
Total for the financial year 2026/2027	£9,832

This contract was set for a period of an initial 3 years, with extensions of 1 + 1 years which have been executed to the maximum allowed. The total contract value has been over £25,000 which is the level at which the Council will need to go out to procure a new contract (in line with Standing Order 18).

The procurement process will commence and a tender report will be taken to the Finance & General Purposes Committee on 8th February 2027 for approval.

Members are requested to:

This report is for noting

Helen Morton

Director of Finance & Resources

Drafted 21st October 2026



WESTON-SUPER-MARE TOWN COUNCIL



AGENDA ITEM 7

Personnel Committee 28th October 2026 Pay Structure & Conditions of Service Review 2026 Report from the Director of Finance & Resources

Purpose and Background of Report

The purpose of this report is to update the Personnel Committee on the implementation of the revised National Association of Local Councils (NALC) pay structure with effect from 1st April 2026 and the subsequent confirmed NJC pay rise of 3.3% for the 2026/27 financial year, including retrospective payments processed in the September 2026 payroll.

2026/27 pay award and retrospective payment

The back pay due to staff for the period from 1st April to 31st August 2026 was paid in the September 2026 payroll, alongside the revised ongoing salary rates.

The retrospective adjustment ensures that eligible staff received the difference between pay previously processed and pay due under the revised arrangements for the relevant period. Individual calculations depend on contracted hours, employment dates, pay changes and other applicable payroll circumstances.

Members are recommended to:

Note the implementation of the revised NALC pay structure from 1st April 2026 and the 3.3% pay award, including retrospective payments made in the September 2026 payroll.

Helen Morton

Director of Finance & Resources
Drafted 21st October 2026

PERSONNEL COMMITTEE – 28 OCTOBER 2026

Job Descriptions for Approval

Report of the CEO/Town Clerk

1. Purpose of Report

1.1 To seek approval of two proposed Job Descriptions and Person Specifications, including indicative grading considerations, in accordance with the Council's staffing and job evaluation arrangements.

2. Background

2.1 Transformation Manager – Agenda Item 8.1

Following consideration of the Digital Transformation Programme by the Finance & General Purposes Committee on 24 August 2026, the principle of a dedicated fixed-term post was supported, with the detailed staffing arrangements referred to Personnel Committee.

The proposed role will coordinate programme delivery, organisational change, improved working practices and the realisation of efficiencies from the Council's investment in digital systems.

An initial 12-month fixed-term appointment is proposed, with the potential to extend to a maximum of 18 months, subject to organisational need and funding. The post will report directly to the CEO/Town Clerk.

As this is a new role, the Council's existing Devolution Programme Manager provides a relevant internal comparison:

Area	Devolution Programme Manager	Proposed Transformation Manager
Programme	Devolution of assets and services	Digital Transformation Programme
Scope	Cross-service programme delivery	Cross-service programme delivery and organisational change
Responsibilities	Planning, budgets, risks, stakeholder engagement and reporting	Planning, budgets, risks, stakeholder engagement and reporting
Direct reports	None	None anticipated
Reporting line	CEO/Town Clerk	CEO/Town Clerk

Contract	2 years, 20 hours per week	Initially 12 months, full-time, extendable to 18 months
Grade	JM2 – SCP 32	Proposed LC3 – SCP 33–36

The roles have comparable programme management and corporate coordination responsibilities, although their specialist requirements differ.

The proposed LC3 range reflects the anticipated responsibilities of the new post and provides an indicative grading benchmark. The final grade remains subject to independent job evaluation.

2.2 Parks and Open Spaces Supervisor – Agenda Item 8.2

The proposed post reflects the developing operational requirements of the Grounds Service, including additional parks, play areas and recreation grounds responsibilities arising through the Council's devolution programme.

The role will provide day-to-day operational supervision, work allocation, inspections and compliance, supporting the Grounds Services Manager and the continued development of a proactive grounds maintenance service.

The proposed **LC1 above substantive (SCP 13–17)** is within the Council's existing Tier 3 supervisory grading structure and is intended to maintain consistency with comparable supervisory posts.

The role forms part of the proposed Grounds Service staffing structure, with any establishment and budget implications considered through the wider organisational structure and salary budget review.

3. Grading, Financial Implications and Timescales

3.1 Indicative Grading

The proposed grading ranges and annual basic salaries are:

Post	Indicative grade	SCP range	Annual salary range
Transformation Manager	LC3 above substantive	33–36	£45,529–£48,738
Parks and Open Spaces Supervisor	LC1 above substantive	13–17	£30,023–£32,046

Figures are based on the Council's current salary scales and exclude employer National Insurance and pension contributions.

Both posts will be submitted for independent job evaluation, with relevant internal comparisons provided to support consistency without predetermining the outcome.

3.2 Financial Implications

The Transformation Manager post will be funded from the Devolution budget, in accordance with the Council's previous resolution.

The Parks and Open Spaces Supervisor will replace an existing post within the Grounds Service establishment. Any salary difference can be accommodated within the approved 2026/27 staffing budget due to the timing of seasonal staff appointments and recruitment to other posts during the year.

No additional budget provision is therefore required for either appointment in the current financial year.

The Director of Finance & Resources will confirm the final employment costs, including employer on-costs, following job evaluation. Any ongoing financial implications will be incorporated into future budget considerations as appropriate.

3.3 Timescales

It is proposed that both appointments progress with immediate effect following Personnel Committee approval, recognising the operational need for the roles and the importance of maintaining momentum with the Council's Digital Transformation and Grounds Services programmes.

Subject to approval, the CEO/Town Clerk will arrange for both Job Descriptions to be submitted for independent evaluation and progress the necessary recruitment arrangements as soon as practicable, in accordance with Council procedures.

4. Appendices

Appendix A: Transformation Manager – Job Description and Person Specification.

Appendix B: Parks and Open Spaces Supervisor – Job Description and Person Specification.

5. Recommendations

Members are requested to:

5.1 Approve the Job Descriptions and Person Specifications for the following posts, as attached to this report:

- **8.1 Transformation Manager** – Appendix A.
- **8.2 Parks and Open Spaces Supervisor** – Appendix B.



AGENDA ITEM 8

5.2 Note the proposed indicative salary grades and ranges for both posts, subject to independent job evaluation.

5.3 Authorise the CEO/Town Clerk to progress both Job Descriptions through independent job evaluation, with the outcomes and any associated financial implications managed in accordance with the Council's approved staffing and budget arrangements.



WESTON-SUPER-MARE TOWN COUNCIL

JOB DESCRIPTION

Job Title	Transformation Manager
Department	Development
Grade	LC3 above substantive (grade range 33-36)
Hours:	Full time (subject to approval)
Contract Type:	Fixed term – initially 12 months; potential extension to a maximum of 18 months

DESIGNATION

Responsible to	CEO/Town Clerk
Responsible for	No direct reports anticipated
Other Relationships	Senior Management Team; service managers and staff; Director of Finance & Resources *; Asset Data Intern; councillors as appropriate; software suppliers, appointed IT contractors and information-governance advisers

*Noting : Director of Finance & Resources having a defined role in financial oversight, procurement, IT expenditure and corporate resource coordination.

JOB PURPOSE

To lead, coordinate and deliver Weston-super-Mare Town Council's approved Digital Transformation Programme, ensuring approved systems are implemented, adopted and embedded across services and that investment produces measurable operational and financial benefits. This is a corporate transformation and programme-delivery role, not a specialist IT post.

Working with service managers and specialist contractors, the postholder will redesign working practices, support staff through change and establish sustainable arrangements that remain effective after the fixed-term appointment ends.

OVERVIEW

The Council has invested in digital applications which have sometimes been introduced incrementally without sufficient capacity to embed their full functionality. The postholder will coordinate the linked programme, including Abavus My Council

Services, Microsoft 365 and SharePoint, Civica Modern.Gov, website/customer-service processes, corporate asset data and associated records-management improvements. Technical delivery remains with the Council's appointed specialist providers. This is an organisational transformation and programme delivery role, not a specialist IT position. Technical implementation and assessments will be undertaken by the Council's appointed IT support provider and software suppliers.

MAIN DUTIES AND RESPONSIBILITIES

Programme management

- Prepare and maintain an integrated implementation plan with milestones, responsibilities, dependencies, risks, budgets and benefits.
- Coordinate workstreams across departments and suppliers; escalate issues and provide concise progress reports to the CEO/Town Clerk, SMT and committees.
- Maintain project records, decisions, risk registers and implementation documentation.

Implementation of approved systems

- Coordinate the Council-side implementation of Abavus, Microsoft 365/SharePoint, Civica Modern.Gov and other approved applications, working with service owners and appointed suppliers.
- Arrange requirements gathering, workflow configuration, data cleansing and migration readiness, user acceptance testing, training and go-live arrangements.
- Ensure systems are operationally fit for purpose and responsibilities for ongoing administration are agreed.

Business process improvement

- Review existing processes with staff and managers; map workflows and identify duplication, manual work and opportunities to improve public-facing services.
- Support practical process redesign and standardised working methods so digital applications replace rather than add to existing administrative burdens.

Software, licences and value for money

- Coordinate a review of current applications, licences and IT-related expenditure with the Director of Finance & Resources.
- Identify opportunities to consolidate or discontinue redundant systems, reduce costs and avoid future expenditure; document evidence of benefits and savings.

Hardware and infrastructure readiness

- Coordinate the hardware and infrastructure audit through the appointed IT provider; obtain and present specialist findings on devices, connectivity, security and readiness.
- Identify and escalate funding or equipment requirements through established financial approval processes; the postholder is not expected to undertake specialist technical audits.

Staff engagement and change

- Plan staff communications, engagement, training and supplier-led demonstrations; help managers address barriers to adoption.
- Develop departmental system owners and super-users; monitor actual use and build confidence in new working practices.

Information and data governance

- Work with relevant information-governance advisers, the Council's designated data protection lead and service managers on records, access, retention and data-migration risks.
- Coordinate with the Asset Data Intern and service managers to improve the consistency and usability of corporate asset information.

Supplier coordination

- Serve as the Council's programme contact for suppliers and IT contractors; track agreed deliverables, dependencies and implementation issues.
- Translate operational needs into clear requirements, challenge delays constructively and escalate specialist technical matters to qualified providers.

Benefits and reporting

- Set and monitor realistic indicators for adoption, efficiency, service improvement, costs and benefits; report progress and variances.
- Evaluate implementation outcomes and recommend corrective actions or future priorities within approved authority.

Completion and handover

- Document system ownership, procedures, guidance, training materials, outstanding risks and future requirements.
- Prepare a final programme evaluation and structured handover to service managers and SMT before the appointment ends.

GENERAL & GOVERNANCE RESPONSIBILITIES

Comply with Council policies on equality, safeguarding, health and safety, confidentiality and information governance.

Work professionally and collaboratively with councillors, staff, contractors and partners.

Undertake duties reasonably consistent with the purpose and evaluated grade of the post.

KEY DELIVERABLES

- Embedded use of Abavus, Civica Modern.Gov and coordinated adoption of Microsoft 365/SharePoint and linked systems.
- Documented process improvements, staff training and departmental system ownership.
- Completed software/licence review and IT-provider-led hardware readiness audit.
- Evidence of system uptake, efficiencies, cost rationalisation and service improvements.
- Completed programme evaluation and sustainable handover.

SPECIAL CONDITIONS OF THE POST

Fixed-term programme appointment requiring work across Council sites and occasional evening meetings. Extension beyond the initial term is subject to organisational need, funding and approval. This description may be reviewed to reflect agreed programme priorities.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Office-based and service-site working, including extended computer use, meetings and occasional travel between Council premises. Reasonable adjustments will be considered.

I AGREE TO THE ABOVE JOB DESCRIPTION

Postholder (please print and sign)

Date

Director of Service

Date

Chief Executive Officer/Town Clerk

Date

SELECTION CRITERIA/PERSON SPECIFICATION

Candidates

When completing your application form please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the 7 values and behaviours.

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Recruiting Managers

The following values and behaviours are essential criteria in each post and must be addressed directly by the candidates. The guidance notes on values and behaviours for managers give example questions to probe candidates in their interview and application stages of the recruitment process.

Values and Behaviours

Weston Town Council has identified 7 key behaviours and values (as above) that should be demonstrated by all Council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate 2 additional leadership behaviours.

Equal Opportunities

Weston-super-Mare Town Council is an Equal Opportunities employer and has an Equal Opportunities Policy with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a

workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.

Candidates should demonstrate how they meet the essential criteria, with practical examples of transformation programmes they have personally delivered. Assessment may be through application, interview and a relevant work-based exercise.

Education, qualifications and training

Criterion	Status
Degree-level education or equivalent competence demonstrated through substantial relevant professional experience	Essential
Demonstrable programme/project management competence gained through training, qualifications or practical delivery	Essential
Recognised project or change management qualification (e.g. PRINCE2, APM or equivalent) or evident experience in a similar role	Desirable

Experience

Criterion	Status
Proven successful delivery of organisational transformation or change programmes, from planning through implementation, adoption and evaluation	Essential
Experience of improving business processes and achieving measurable operational benefits	Essential
Experience coordinating multiple workstreams, risks, budgets, deadlines and stakeholders	Essential
Experience engaging and supporting staff through change and working effectively with specialist external contractors	Essential
Experience of technology-enabled change or implementing corporate applications	Desirable
Experience in a public-facing service organisation, public sector or local government	Desirable

Knowledge and understanding

Criterion	Status
Strong understanding of programme delivery, change management, risk and benefits realisation	Essential
Sufficient digital literacy to understand operational requirements, coordinate IT suppliers and ask informed questions without providing specialist IT services	Essential

Understanding of value for money, business processes and the importance of staff adoption	Essential
General awareness of data protection, records management and information-security implications	Essential
Awareness of local government, especially town and parish councils, governance and public accountability	Desirable
Familiarity with CRM, Microsoft 365, SharePoint, workflow or asset-management applications	Desirable

Skills and abilities

Criterion	Status
Ability to plan, organise and deliver agreed objectives independently within a fixed timeframe	Essential
Ability to influence and challenge established practices constructively without direct line-management authority	Essential
Excellent communication, relationship-building, analytical and problem-solving skills	Essential
Ability to translate service needs into supplier requirements and monitor delivery	Essential
Ability to write clear reports for senior officers and elected Members	Essential
Ability to assess and communicate benefits, costs and progress	Essential

Personal qualities

Criterion	Status
Practical, proactive, collaborative, resilient and results-focused approach	Essential
Integrity, accountability, sound judgement and commitment to improving public services	Essential

IMPORTANT ROLE CLARIFICATION

The post is for a proven organisational transformation professional. Specialist IT qualifications, software development, network administration and infrastructure engineering are not required; technical expertise is supplied by the Council's appointed contractors.

EQUAL OPPORTUNITIES

Weston-super-Mare Town Council is an equal opportunities employer. Selection will be based on the published criteria and reasonable adjustments will be considered.



WESTON-SUPER-MARE TOWN COUNCIL

JOB DESCRIPTION

Job Title	Parks and Open Spaces Supervisor
Department	Grounds Services
Grade	LC1 above Substantive (13-17)
Hours	37 hours per week

DESIGNATION

Responsible to	Grounds Services Manager
Responsible for	Parks & Recreation Officer and designated Community Rangers within Team 3

Other Relationships Director of Community Services; Grounds Services colleagues; Council officers; contractors; partner organisations; volunteers; community groups and members of the public.

ORGANISATION TREE

The approved Grounds Services organisation chart is to be attached as an appendix. This post is within Team 3 – Parks & Open Spaces.

JOB PURPOSE

To supervise the day-to-day delivery of safe, effective and responsive parks, play area and open space services across sites managed by the Town Council. To organise and support the Parks & Recreation Officer and designated Community Rangers, coordinate planned and reactive work, monitor inspections and standards, and escalate significant operational, staffing or financial matters to the Grounds Services Manager.

OVERVIEW

This is a hands-on operational supervisory post, combining site-based oversight and practical assistance with work planning, staff supervision, compliance and accurate

reporting. The postholder will support the integration of additional parks, play areas and open spaces as Council responsibilities develop, while the Grounds Services Manager retains overall departmental, budgetary, contractual and strategic accountability.

MAIN DUTIES AND RESPONSIBILITIES

Parks, Play Areas and Open Spaces

- Prepare and coordinate daily and weekly work schedules, allocate tasks and check completion against agreed priorities and service standards.
- Supervise routine maintenance and presentation of parks, recreation grounds, play areas, grassed areas, flower beds, paths, bins, information boards, signage, street furniture and other assigned assets, ensuring sites are clean, safe and maintained to agreed standards.
- Coordinate planned and reactive works including mowing, strimming, horticultural maintenance, minor play equipment and site repairs, litter and waste clearance, graffiti removal, vegetation management and responses to vandalism or damage.
- Undertake site visits, identify defects and hazards, take appropriate immediate protective action within authority and escalate significant risks or specialist works.
- Support practical grounds maintenance and operational tasks when necessary, without losing oversight of the team.
- Coordinate access and operational arrangements for contractors and check work undertaken, referring contractual or performance issues to the Grounds Services Manager.

Play Area Inspections and Compliance (including Waterpark and Splash Pad Operations)

- Coordinate the play area inspection programme, including the current minimum weekly routine and monthly operational inspection frequencies specified in the Parks and Recreation Officer JD, subject to confirmation against current Council inspection arrangements. Ensure appropriately qualified staff undertake inspections and that all inspections are completed on schedule.
- Undertake operational inspections personally where appropriately qualified and authorised; ensure defects are assessed, recorded, prioritised and followed through.
- Arrange temporary isolation or closure of unsafe equipment or areas when necessary, promptly notifying the Grounds Services Manager.
- Ensure inspection findings, defects, repairs, closures and reopening decisions are accurately recorded on PSS Live or its successor system; monitor outstanding actions and assist with follow-up from independent annual inspections.
- Monitor relevant risk assessments, safe systems of work, equipment checks, COSHH arrangements and PPE use.
- Coordinate with the Grounds Services Manager on specialist servicing, contractor attendance, faults and decisions affecting safe opening or closure of the facility.

- Ensure only appropriately trained and authorised personnel undertake plant room duties, including those requiring relevant STA plant operations training; maintain arrangements for key holding, site security and operational cover.
- Supervise day-to-day operational arrangements for the Waterpark and splash pad, including programmed checks, safe operation, maintenance, water testing and escalation of any readings or conditions outside approved safety parameters.

Staff Supervision and Team Delivery

- Provide day-to-day direction, support and practical guidance to the Parks and Recreation Officer and designated Community Rangers, as well as seasonal staff, volunteers and work parties allocated to the team.
- Allocate workloads fairly, oversee rotas and operational cover, monitor attendance and flag leave, sickness, conduct or performance concerns through Council procedures.
- Hold regular team briefings and contribute to supervision, training identification, induction and performance reviews as delegated by the Grounds Services Manager.
- Promote a constructive, respectful and accountable team culture, encouraging safe working, good communication and service improvement.
- Coordinate with other Grounds Services teams to provide appropriate cross-cover and shared resources when agreed.

Health, Safety and Public Service

- Apply Council health and safety policies, risk assessments, method statements, safeguarding and incident reporting requirements.
- Ensure machinery, vehicles, tools and materials are used safely, inspected and maintained, with faults reported and equipment withdrawn from use when required.
- Respond professionally to residents, councillors and service users, resolving routine enquiries and referring complaints or sensitive matters through agreed channels.
- Record and report accidents, near misses, dangerous occurrences and public safety incidents promptly, supporting investigations and corrective actions.

Administration, Resources and Service Improvement

- Keep accurate work records, inspection logs, asset information, job updates and evidence of completed work on designated systems.
- Identify requirements for tools, materials, equipment and training, and request purchases through authorised processes; monitor stock and prevent waste.
- Provide regular operational updates and performance information to the Grounds Services Manager, including backlogs, emerging risks and resource pressures.
- Support practical surveys, condition assessments and mobilisation of new assets arising from devolution or changes to service provision.
- Contribute to improvements in inspection schedules, preventative maintenance and efficient use of staff and equipment.
- Support the safe mobilisation and ongoing maintenance of additional play areas, recreation grounds and open spaces transferred to the Council, including baseline inspections, work schedules and resource requirements.

- Assist with the coordination of appropriate support for civic and community events and other operational work where agreed with the Grounds Services manager.

General & Governance

- Comply with the Council's policies on equality, diversity and inclusion, safeguarding, data protection and health and safety.
- Attend relevant meetings and training and assist with civic and community events where operational support is required.
- Act as a designated key-holder where required and authorised.
- Undertake other duties reasonably requested by the Grounds Services Manager that are commensurate with the level and responsibilities of the post.

Special Conditions of the post

Work is primarily site-based, outdoors and across multiple locations, in variable weather conditions. Occasional work outside normal hours may be required to respond to operational needs, in accordance with Council arrangements.

This job description outlines the principal duties and may be reviewed following consultation in response to changing service needs and Council responsibilities.

PHYSICAL DEMANDS / WORKING CONDITIONS

The role involves physical activity, uneven ground and use or oversight of operational equipment; reasonable adjustments will be considered.

I AGREE TO THE ABOVE JOB DESCRIPTION

Postholder (please print and sign)

Date

Director of Service

Date

Chief Executive Officer/Town Clerk

Date

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to note

Candidates

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each criterion. It is essential that you give at least one example of your ability to meet each of the 7 values and behaviours.

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Weston Town Council has identified 7 key behaviours and values (as above) that should be demonstrated by all Council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate 2 additional leadership behaviours.

Equal Opportunities

Weston-super-Mare Town Council is an Equal Opportunities employer and has an Equal Opportunities Policy with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.

Personal Specification

Qualifications and Training

Criterion	Requirement
Current RPII Operational Inspector qualification (Outdoor Play), or equivalent recognised competence for operational play inspections; or commitment to obtain within an agreed period	Essential
Relevant grounds maintenance, horticulture, parks or landscape qualification, or demonstrable equivalent practical experience	Essential
Appropriate health and safety training (for example IOSH Working Safely or equivalent), or willingness to complete	Essential

Supervisory or team leadership training, or willingness to undertake	Essential
Relevant machinery, pesticide application, first aid or other specialist operational certificates	Desirable

Experience

Criterion	Requirement
Practical experience in parks, grounds maintenance, play areas or open-space operations	Essential
Experience allocating work, guiding colleagues and monitoring completion or standards	Essential
Experience identifying site hazards, defects and maintenance priorities	Essential
Experience with play inspection records and planned/reactive work systems	Desirable
Experience working with contractors, volunteers or public-sector services	Desirable

Knowledge and Skills

Criterion	Requirement
Knowledge of safe grounds operations, risk assessments, PPE, COSHH and incident reporting	Essential
Ability to organise competing tasks, respond to urgent risks and supervise a dispersed team	Essential
Ability to keep accurate digital records and communicate clearly with colleagues and the public	Essential
Sound practical understanding of play equipment, grounds machinery and minor repairs	Essential
Ability to identify when matters exceed delegated authority and require management escalation	Essential
Knowledge of relevant play-area inspection standards and asset management systems	Desirable

Personal Qualities and Other Requirements

Criterion	Requirement
Reliable, approachable and confident in providing practical supervision and constructive feedback	Essential

Commitment to public service, safeguarding, equality and safe working	Essential
Ability to travel between Council sites and undertake outdoor operational duties, with reasonable adjustments as appropriate	Essential
Flexibility to support occasional out-of-hours operational requirements	Essential
Full UK driving licence where necessary for assigned driving duties, subject to reasonable adjustments	Desirable

Draft – October 2026. Subject to HR Approval