

**To: Members of the Special Sub-Group**

**Councillors Hayfield, Phillips, Smith, M Stanley and Sweet**

**For the information of the other Members of the Council**

## **SPECIAL SUB-GROUP**

**16 July 2012**

The Special Sub-Group will meet in the Committee Room, The Council House, South Street, Atherstone, Warwickshire on Monday 16 July 2012 at 3.00pm.

### **AGENDA**

#### **PART I - PUBLIC BUSINESS**

- 1 Apologies for Absence / Members away on official Council business.**
- 2 Declarations of Personal or Prejudicial Interests. (Any personal interests arising from the membership of Warwickshire County Council of Councillors Hayfield and Sweet, and membership of the various Town/Parish Councils of Councillors Phillips (Kingsbury) and M Stanley (Polesworth) are deemed to be declared at this meeting).**

**PART A – ITEMS FOR DISCUSSION AND DECISION  
(WHITE PAPERS)**

- 3 **Progress Report on Human Resource Issues** – Report of the Assistant Director (Finance and Human Resources)

**Summary**

This report advises Members of progress against the Human Resources Strategy Action Plan, work being done by the Human Resources team, the sickness levels for the period of April 2011 to March 2012 and provides some further information on action taken in managing absence.

The Contact Officer for this report is Sue Garner (719374).

- 4 **Support for the Landscape Management Section** - Report of Assistant Director (Leisure and Community Development)

**Summary**

This report seeks approval for the appointment of a temporary (18 months) Landscape Officer to support the work of the Landscape Management section of the Leisure and Community Development Division in delivering the priorities set out in North Warwickshire Green Space Strategy.

The Contact Officer for this report is Simon Powell (719352).

- 5 **Extension of the B.O.B Community Hub Support Officer** - Report of Assistant Chief Executive (Community Services) – To follow.

**Summary**

This report updates Members of a decision taken under the Chief Executive's emergency powers in May 2012 to grant permission for an 18-month extension to the temporary position of the B.O.B Community Hub Support Officer allowing it to be advertised without Board approval. This decision was taken after consultation with the Leader and both the Chairman and Shadow Spokesperson of the Resources Board.

The Contact Officer for this report is Bob Trahern (719378).

**PART C – EXEMPT INFORMATION  
(GOLD PAPERS)**

**6 Exclusion of the Public and Press**

**Recommendation:**

**That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.**

**7 Corporate Services Apprenticeships Proposal and Staffing Updated - Report of the Assistant Director (Corporate Services) – To follow.**

The Contact Officer for this report is Linda Bird (719327)

JERRY HUTCHINSON

Chief Executive

**For general enquiries please contact David Harris, Democratic Services Manager, on 01827 719222 or via e-mail – [davidharris@northwarks.gov.uk](mailto:davidharris@northwarks.gov.uk).**

**For enquiries about specific reports please contact the officer named in the report.**

## **Agenda Item No 3**

### **Special Sub-Group**

**16 July 2012**

**Report of the Assistant Director  
(Finance and Human Resources)**

**Progress Report on Human  
Resources Issues**

#### **1 Summary**

- 1.1 This report advises Members of progress against the Human Resources Strategy Action Plan, work being done by the Human Resources team, the sickness levels for the period of April 2011 to March 2012 and provides some further information on action taken in managing absence.

#### **Recommendation to the Sub-Group**

**That the report be noted.**

#### **2 Report**

- 2.1 This report provides an update on the Human Resources (HR) Strategy Action Plan and under Health and Absence Management gives the position on sickness for 2011/12.

#### **3 Recruitment, Retention and Selection**

- 3.1 The Flexible Working Policy was implemented from the start of January 2010. There have been only minor issues around the wording on the timesheet and these have been resolved in consultation with the trade unions. The policy was reviewed and came to this group on 23 February 2012 where it was agreed to review it again in October 2012.
- 3.2 The recruitment application form has been updated and is being used both electronically and in hard copy.
- 3.3 There were a number of starters and leavers between April 2011 and March 2012. There were 38 leavers, including 2 end of contracts, 4 employees who retired and 3 dismissals. There were 21 starters. This equates to a labour turnover of 10.95%.
- 3.4 The Council has continued with the strategy of reviewing all posts that become vacant. Those posts that need to be filled are recruited to internally where possible.

## **4 Pay and Benefits**

- 4.1 An Equal Pay Audit has been undertaken and in line with statute has been published on the Council's web site.
- 4.2 Under section 38 of the Localism Act 2011 a Pay Policy Statement was prepared and was adopted at Executive Board on 6 February 2012. This is required to be reviewed annually and the next review date is January 2013. The Pay Policy Statement is published on the Council's web site.
- 4.3 It was decided nationally that there would be no cost of living pay increase for 2011/12. The HR manager attends annual Local Government Employer (LGE) briefings and will also attend any LGE pay briefing sessions held in the forthcoming year.
- 4.4 The implementation of the outcome of the staff travel consultation was completed successfully. All variations to contracts were returned by the deadline.

## **5 Learning, Training and Development**

- 5.1 In the 2011/12 training year, the next level of Principal Officers received a 360-degree appraisal with the HR section managing the process and producing the analysis in house.
- 5.2 The learning and development arm of the Staffordshire Plus Project has continued to meet to share information, learning and training. The HR Manager is part of this group. Working in collaboration with the other Local Authorities in the group, the Council has continued to benefit from cost effective or free training. The Council has joined the partnership for E learning with this group, which is a cost effective way of delivering some areas of training. Our E learning programme is currently covering Health & Safety, Fraud Awareness, Equality & Diversity, Customer Service, Data Protection, Freedom of Information and Safeguarding Adults. The HR Manager is part of the project group that prioritises which modules are developed first and will ensure wherever it is practicable that NWBC's needs are met from the partnership.
- 5.3 During the 2011/12 training year, the Council planned and ran in house courses, including Health and Safety courses (e.g. Fire Awareness and First Aid), Managing Difficult Conversations, Child Protection and a Corporate Induction Programme.
- 5.4 The HR section has run a basic skills course for 4 employees in numeracy. These courses are fully funded by central government. This will be the last cohort as those employees who needed this training have now received it. Employees who do not have 5 GCSEs at level C or an NVQ level 2 have had funded NVQ training in Business Administration, Customer Service, IT, and Team Leader. However, as the Council has up skilled the workforce there are

fewer employees that meet the criteria to qualify for the funded training. Where appropriate the Council will continue to take advantage of this funding.

- 5.5 The appraisal form has been reviewed to ensure it meets the requirements of the new Retirement Policy. There is a section to record conversations about short, medium and long term plans, including retirement plans. This was used for the first time when the appraisals were undertaken in February/March 2012.

## **6 Safety Management**

- 6.1 The basic Occupational Health and Safety Level 2 course was being run as a rolling programme with the aim of having all employees qualified to this standard. However, the government funding available for the Health and Safety Level 2 course has been removed. An alternative Health and Safety course is now being delivered through E learning.
- 6.2 The HR Team now has 3 officers with the NEBOSH qualification. This enables the team to provide support for managers in completing risk assessments and providing health and safety advice, where needed.
- 6.3 The section has customised the HARRIET Health and Safety Assessment system. The system has been rolled out across the Authority with the HR Officer running 'mop up' and revision sessions when required.
- 6.4 The Council continues to run Healthy Workforce days and a Health and Safety week is held every year. The next week will be held in the autumn 2012.

## **7 Health and Absence Management**

### **7.1 Summary of Sickness Absence 2011/12 (April 2011 – March 2012)**

- 7.1.1 The number of recorded days sick for the period April 2011 to March 2012 was 2,554.33 days, equating to 7.44 days per full time employee (FTE). For the same period last year the number of recorded days sickness was 3,385.31 days with a FTE of 9.62 days per employee. Appendix A shows these figures by Division for both years, and also shows the split between long and short-term sickness.
- 7.1.2 The variations between the two years show that there has been an overall decrease of 830.98 days in sickness in 2011/12. This has produced a decrease of 2.18 days, from 9.62 to 7.44 days per FTE.
- 7.1.3 Short-term sickness in April 2011 – March 2012 has increased by 0.17 days per FTE, compared with the short-term sickness in April 2010 – March 2011. Short-term sickness absence reports are sent to Assistant Directors on a monthly basis. HR also meet with the Assistant Directors on a bi-monthly basis to provide advice and to discuss what action they have taken within their Divisions. The aim of these reports and meetings is to increase managers'

awareness of sickness absence within their Divisions, which should aid proactive and consistent management of absence issues and will contribute to a reduction in the short-term absence figures. Managers are now looking to take employees with habitual short-term absences to case management sooner.

- 7.1.4 Long-term sickness in April 2011– March 2012 has decreased by 2.35 days per FTE, compared with the long term sickness in April 2010 – March 2011. The long-term sickness absence is being managed either by getting staff back to work or them exiting the organisation either on ill-health retirement or by resignation. Those with significant long-term absence equates to 4 employees having lost a total of 340 days. Two of these employees have now left the Authority and 2 have successfully returned to work.
- 7.1.5 The Government's new fit note, a statement of fitness for work, was implemented on the 1 April 2010. Replacing the sick note with a fit note focuses on what people can do and has the aim of improving communication between employers, employees and doctors. The implementation within the Council has run smoothly and has had a positive effect on attendance management.
- 7.1.6 Appendix B shows the reasons for the number of days lost per FTE. The main reasons for absence relate to: Operation/Post Op, Back & Neck problems, Musculoskeletal and Stress.

## **7.2 Ill Health Monitored Under the Attendance Management Policy**

- 7.2.1 Under the Attendance Management Policy where ill health is having a detrimental effect on an individual's ability to perform their job, or where the trigger points have been exceeded under the policy, then managers will seek to manage these cases in a pro-active way. The Attendance Management Policy sets out the procedures to be used, starting with management reviews to Case Management stages 1, 2 and working through, if necessary, to the end of the process at stage 3.
- 7.2.2 There are a number of cases currently being dealt with under the Attendance Management Policy, and the current status of these cases are as follows:
- 10 employees are having management/formal reviews
  - 1 employee is due to go onto formal reviews
  - 1 employee is due to go onto Stage 1
  - 1 employee is at Stage 1
- 7.2.3 The reviewed Attendance Management policy was agreed at Resources Board in September 2011 and the managers and supervisors were fully briefed on the changes in November 2011.

## **8 Human Resource Management Systems**

- 8.1 The HR Clerical Assistant has moved to the benefits team which has left a vacancy in the HR team. This has put additional pressure on to the rest of the team until the vacancy is filled and the recruit is trained into the role. The whole team were working on putting all records into TRIM. This is a huge task, as it requires data cleansing, culling of personal files and scanning personal files onto the system. The objective being that employee files eventually become paperless. Until the section is fully staffed this will be on hold in the interim period.
- 8.2 The HR Manager and the HR Officer are involved in providing advice to Managers on policies, procedures, employment law and best practice.
- 8.3 A number of policies, both new and reviewed have been agreed at full Council. Managers and supervisors have been fully briefed on these.

## **9 Organisational Development**

- 9.1 The HR Officer and the Assistant Director participate in the Improving the Way We Work employee group that the Chief Executive has set up in order to improve the way we work within the Council. This group now generally meets on a task and finish basis.

## **10 Employee Relations**

- 10.1 The HR team provides advice and support to managers on all HR issues. The HR Manager and the HR Officer provide support to managers and lead, where appropriate, on investigations, disciplinary, grievance, and capability relating to performance or attendance. There were 8 investigations undertaken from April 2011 – March 2012.
- 10.2 The HR Manager and HR Officer also provide considerable support in the preparation for Hearings, Appeals and Employment Tribunals. Of the 8 investigations – 3 were for the same person, 3 resulted in dismissal, 3 resulted in disciplinary action, 1 resulted in remedial action and there is 1 that is still in process.
- 10.3 The results of the 2011 staff survey have been published, and Assistant Directors are taking action where appropriate. A total of 203 employees completed the survey. This is a response rate of approximately 46%, which is an increase of 14.2% from the previous survey. The results were mixed.

There were 60 questions in total. In comparison to last year's staff survey

- 23 questions received best ever, improved or slightly improved results
- 12 questions remained the same
- 25 questions received slightly worse, worse, significantly worse and worse ever results



2011's results were very interesting with 16 questions having best ever results (spread across the majority of the sections) which counterbalanced the significantly worse and worse ever results.

10.4 The HR team are coordinating the Staff Survey 2012, which will be sent to all employees in October 2012. It is planned that these results will be available by the end of December 2012.

## 11 Equality and Diversity

11.1 The HR team are now co-ordinating all staff training in awareness and understanding of their individual responsibility and ensuring that all HR policies are equality impact assessed.

## 12 Report Implications

### 12.1 Finance and Value for Money Implications

12.1.1 These will depend on whether additional resources are used to cover periods of absence. Most short-term absence is absorbed within sections. However, if sickness is long term, and the service could potentially fail as a result of staff shortages, then there would be additional costs to maintain services, either through buying in extra resources or acting up arrangements.

### 12.2 Human Resources Implications

12.2.1 As detailed in the report.

### 12.4 Environment and Sustainability Implications

12.4.1 The work on numeracy, literacy and NVQs is bringing the employee skills up to a minimum standard and will directly contribute towards the priorities of the North Warwickshire Sustainable Communities Strategy 2009 – 2026 of raising aspirations, education, attainment and skills.

### 12.5 Links to Council's Priorities

12.5.1 Improvement in sickness absence is one of the objectives within the Human Resources Strategy.

The Contact Officer for this report is Kerry Drakeley (719300).

### Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section

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Background Paper No	Author	Nature of Background Paper	Date

## APPENDIX A

## ALL SICKNESS

	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12
Division	FTE per Division	FTE per Division	Days Lost by FTE	Days Lost by FTE	Sickness per FTE	Sickness per FTE
Assistant Chief Exec	33.98	33.54	73.78	131.09	2.17	3.91
Corporate Services	30.18	28.24	198.49	244.95	6.58	8.67
Streetscape	64.50	62.92	734.26	487.09	11.38	7.74
Leisure & Comm Dev	59.33	57.62	524.09	265.60	8.83	4.61
Community Services	41.24	41.70	332.43	201.43	8.06	4.83
Finance & HR	18.85	18.85	112.11	93.01	5.95	4.93
Housing	96.31	92.78	1385.65	1090.73	14.39	11.76
Internal Audit	2.48	2.48	6.50	33.43	2.62	13.48
Chief Exec	5.00	5.00	18.00	7.00	3.60	1.40
<b>Total</b>	<b>351.87</b>	<b>343.13</b>	<b>3,385.31</b>	<b>2,554.33</b>	<b>9.62</b>	<b>7.44</b>

## SHORT TERM SICKNESS

	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12
Division	FTE per Division	FTE per Division	Days Lost by FTE	Days Lost by FTE	Sickness per FTE	Sickness per FTE
Assistant Chief Exec	33.98	33.54	33.78	104.09	0.99	3.10
Corporate Services	30.18	28.24	139.49	145.45	4.62	5.15
Streetscape	64.50	62.92	355.18	414.09	5.51	6.58
Leisure & Comm Dev	59.33	57.62	304.25	265.60	5.13	4.61
Community Services	41.24	41.70	205.97	201.43	4.99	4.83
Finance & HR	18.85	18.85	26.11	33.01	1.39	1.75
Housing	96.31	92.78	536.85	468.70	5.57	5.05
Internal Audit	2.48	2.48	6.50	4.43	2.62	1.79
Chief Exec	5.00	5.00	18.00	7.00	3.60	1.40
<b>Total</b>	<b>351.87</b>	<b>343.13</b>	<b>1,626.13</b>	<b>1,643.80</b>	<b>4.62</b>	<b>4.79</b>

## LONG TERM SICKNESS

	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12
Division	FTE per Division	FTE per Division	Days Lost by FTE	Days Lost by FTE	Sickness per FTE	Sickness per FTE
Assistant Chief Exec	33.98	33.54	40.00	27.00	1.18	0.81
Corporate Services	30.18	28.24	59.00	99.50	1.95	3.52
Streetscape	64.50	62.92	379.08	73.00	5.88	1.16
Leisure & Comm Dev	59.33	57.62	219.84	0.00	3.71	0.00
Community Services	41.24	41.70	126.46	0.00	3.07	0.00
Finance & HR	18.85	18.85	86.00	60.00	4.56	3.18
Housing	96.31	92.78	848.80	622.03	8.81	6.70
Internal Audit	2.48	2.48	0.00	29.00	0.00	11.69
Chief Exec	5.00	5.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>351.87</b>	<b>343.13</b>	<b>1,759.18</b>	<b>910.53</b>	<b>5.00</b>	<b>2.65</b>

**Reasons for Sickness**

**APPENDIX B**

	Accident At Work	Anxiety / Dep	Back	Cancer	Chest	Cold	ENT / Eye	Flu	Geni- Urin	Heart	Hypert en	Musc	Neuro	Op & Post Op	Preg	Stom	Stress	Not kn wn	Total
<b>NWBC</b>	21.00	91.27	353.75	25.00	172.72	131.69	97.04	149.78	28.92	60.00	0.00	285.39	79.67	474.98	84.14	240.58	258.39	0.00	2554.33

<b>Sickness Code</b>	<b>Description</b>
Anxiety/ Depression	Anxiety, Depression
Back	Back & Neck problems
Cancer	Cancer related
Chest	Chest & Respiratory: to include Chest infections
Cold	Cold symptoms
ENT/Eye	Eye, Ear, Nose & Mouth/Dental : to include sinusitis
Flu	Flu symptoms
Genito-Urinary	Genito Urinary: to include menstrual problems
Heart	Heart Blood pressure& circulation
Hypertension	High Blood Pressure
Muscular	Other musculoskeletal problems
Neurological	Neurological; to include headaches and migraine
Operation & Post Op	Operation, Post Op
Pregancy	Pregnancy related
Stomach	Stomach, Liver, Kidney & Digestion; to include gastro-enteritis
Stress	Stress, Mental health & fatigue
Unknown	No reason known for absence

## **Agenda Item No 4**

### **Special Sub-Group**

**16 July 2012**

**Report of Assistant Director  
(Leisure and Community Development)**

**Support for the Landscape  
Management Section**

#### **1 Summary**

- 1.1 This report seeks approval for the appointment of a temporary (18 months) Landscape Officer to support the work of the Landscape Management section of the Leisure and Community Development Division in delivering the priorities set out in North Warwickshire Green Space Strategy.

#### **Recommendation to the Sub-Group**

**That the proposal to appoint to a temporary post of Landscape Officer, as outlined in the main body of the report, be approved.**

#### **2 Consultation**

- 2.1. The Chairman, Vice-chairman and Opposition Spokesperson for both the Resources Board and Community and Environment Board have all had an opportunity to comment on the content of this report.

#### **3 Report**

- 3.1 Members will be aware that there is considerable corporate pressure on the Landscape Management "section" of the Leisure and Community Development Division. They will also be aware that the section is under-resourced, in that it currently comprises only the Landscape Manager. Structurally, the section should also benefit from a part-time (18.5 hours per week) Landscape Officer (Trees), although this post has been vacant since April 2011.
- 3.2 The adopted Green Space Strategy acknowledges the corporate need for a full-time Landscape Officer (Trees) and a full-time Landscape Officer to support the Landscape Manager if meaningful progress is to be made in this important area of work. It is acknowledged, however, that the budgetary resource does not exist to sustain a structure of this nature, at least until the outcomes of either, or both of, a Divisional structural review and the systems thinking review of Grounds Maintenance (the scope of which is now more widely drawn to encompass much of Streetscape activity) are known. The decision to defer an immediate appointment to the Landscape Officer (Trees) post was also based on the need to await the outcome of the aforementioned systems thinking review.
- 3.3 Given the foregoing, work programmes have had to be tailored to the capacity available in a manner that affords an opportunity to make progress in high

priority areas of work, whilst avoiding the likelihood of causing undue stress to the Landscape Manager. The volume of high priority work, however, is such that sustainable progress is no longer possible without the provision of additional support being made available in the section, at least on a temporary (18 months) basis.

3.4 For the purpose of clarity, current high priority areas of work include:

- Implementation of the Green Space Strategy and the corresponding Action and Funding Plan
- Grounds Maintenance systems thinking review
- Development and implementation of Parks Management Plans (currently work is underway in six locations)
- Implementation of projects associated with the Birch Coppice Section 106 Agreement
- Implementation of the Playing Pitch Strategy and the associated Action Plan
- Management of projects identified within the Play Strategy and Play Area Development Programme (e.g. Baxterley Play Area)
- Management of all issues associated with the adopted approach to tree management
- Management of allotments and allotment leases
- Management of grounds maintenance contracts and Service Level Agreements (e.g. with the Housing Division, Warwickshire County Council and parish and town councils)

3.5 It will also be recognised that grounds and landscape management are highly visible aspects of public sector activity. As such, they generate significant volumes of customer contact, which have to be processed in a timely and efficient manner. To do so is becoming increasingly difficult.

3.6 The lack of structural depth means that periods of leave for the Landscape Manager cause further problems, both in terms of a backlog of work upon her return and additional demands upon non-specialist work colleagues. Very short-term support has been provided to the Landscape Manager through both the Community Development Officer (Environment) and the LEADER Monitoring Officer (outside her work on the LEADER programme). The latter, however, has secured alternative employment outside the Authority and support from the CDO (E) cannot be sustained beyond the very short-term if, for example, the Local Nature Reserves project is to be delivered effectively.

3.7 Support within the Landscape Management section is needed, therefore, if expectations are to be met in this high risk area of activity. This support would best be provided on a temporary (18 months) basis until the outcome of the related systems thinking review is known, at which point it will be possible to more accurately assess related long-term capacity needs in both Landscape Management and the Streetscape Division.

3.8 A draft Job Description and Person Specification have been produced  
... (Appendices A and B respectively), which outline the requirements of the

proposed post. Job evaluation and moderation has been undertaken, determining that an appointment could be made at Grade 7 (£24,487 to £26,856, including on-costs). The total cost, therefore, could range from £36,760 to £40,320, for the 18 month period. An initial review of the potential to engage in some form of job share with, or secondment from, a neighbouring authority evidenced that this was unlikely.

#### 4 Report Implications

##### 4.1 Finance and Value for Money Implications

4.1.1 Engaging a Landscape Officer for 18 months would cost between £36,760 and £40,320, including on-costs. Funding for this appointment is available from a combination of the Landscape Officer (Trees) salary budget, as this post is currently vacant, and the unallocated element of the Grounds Maintenance and Green Space Fund. The balance would come from a corporate reserve set up to cover additional one-off costs where services carrying out high priority work are under pressure as a result of staff vacancies.

4.1.2 The salary budget available may vary, depending on the requirement to use contractors to carry out tree-related work. If this occurs, the use of the corporate reserve will be adjusted accordingly. The estimated funding is shown in the table below.

	<b>Cost – 18mths £</b>
Landscape Officer (Trees) Salary Budget	12,000
Grounds Maintenance and Green Space Fund	10,000
Corporate Reserve (Staff Vacancies)	18,320
<b>Total Funding</b>	<b>40,320</b>

##### 4.2 Safer Communities Implications

4.2.1 The proposed post will assist in the delivery of projects advanced through the Green Space Strategy that will contribute to community safety by providing well-managed recreation areas that afford opportunities for positive activity.

##### 4.3 Environment and Sustainability Implications

4.3.1 The proposed post will assist in the delivery of priorities identified in the Green Space Strategy that contribute directly to environmental improvements, enhancement of biodiversity, health and wellbeing and mitigation of the effects of climate change. Such projects also help to build sustainable communities.

##### 4.4 Human Resources Implications

4.4.1 The proposed post has been through the Borough Council's approved job evaluation process and the Unions have been consulted on the proposed appointment. Any comments received from the Unions will be reported verbally at the meeting. The appointment would be made in accordance with the Authority's policy and procedure for fair and effective recruitment.

#### 4.5 Risk Management Implications

4.5.1 Appointment to the post would assist in managing risks within the Landscape Management service as identified within the context provided by the corporate risk management process.

#### 4.6 Links to Council's Priorities

4.6.1 Projects advanced through the North Warwickshire Green Space Strategy have direct and positive links to the corporate priorities in respect of:

- Public services and Council Tax
- Local employment
- Environment
- Crime and disorder
- Countryside and heritage
- Access to services
- Consultation and communication
- Health and well-being

4.6.2 Projects advanced through the North Warwickshire Green Space Strategy also contribute directly to the three priorities of the Sustainable Community Strategy.

The Contact Officer for this report is Simon Powell (719352).

### Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
None			

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### Job Description - Draft

**Post Title:** Landscape Officer

**Post No:** \*\*\*\*\*

**Grade:** ? (£\*\*\*\*\* - £\*\*\*\*\*)

**Directorate:** Deputy Chief Executive

**Division:** Leisure and Community  
Development

**Section:** Landscape Management

**Responsible to:** Landscape Manager

**Responsible for:** Management of contractors

**Special Conditions:** This post requires a Criminal Records Bureau Disclosure  
Some evening or weekend work will be required  
A full current driving licence will be required

### Scope and Responsibilities

To assist and support the Landscape Manager in the development and maintenance of the Council's green space provision in accordance with the provisions of the North Warwickshire Green Space Strategy.

### Key Tasks

- 1 To prepare proposals for the improvement and maintenance of parks, recreation grounds and open spaces including undertaking site inspections and evaluations, preparation of reports and of long-term management plans
- 2 To develop specifications, bills of quantity, estimates and contract documentation for the implementation of improvement schemes
- 3 To undertake contract management of landscape works including instruction and management of contractors and budgetary control in accordance with the Council's financial regulations
- 4 To develop and manage the play area inspection and maintenance regime
- 5 To advise and assist Divisional colleagues and the Streetscape and Housing Divisions in relation to the maintenance of parks, recreation grounds and open spaces
- 6 To assist the Landscape Manager to deliver service improvements in the Grounds Maintenance service, including being involved in service reviews, the implementation of service changes and performance monitoring
- 7 To assist the Landscape Manager in the development of policy and strategy in relation to green space provision
- 7 To assist in community consultation in relation to green space provision



- 8 To assist in identifying potential partners and sources of funding that will enable the Borough Council to deliver service improvements
- 9 To advise the Planning Division on landscape matters in relation to development control and forward planning issues, including commenting on landscaping and planting schemes
- 10 To advise town and parish councils and community groups in relation to the management and maintenance of green space
- 11 To respond to enquiries from the public in respect of green space and landscape matters
- 12 To represent the Landscape Manager in that person's absence on relevant matters, as necessary, and to keep the Landscape Manager informed of such matters
- 13 The postholder shall keep him/herself fully informed of current practice and legislation
- 14 In the fulfilment of all duties and responsibilities, to recognise and address the importance of Health & Safety
- 15 In the fulfilment of all duties and responsibilities, to recognise and address the importance of equal opportunities
- 16 Undertaking such other appropriate duties as may be allocated to the postholder

The majority of these duties will be carried out during normal office hours, although flexitime will apply. However, the postholder will be required to work outside these hours as circumstance demands. Time off in lieu will be allowed for agreed out-of-hours working.

Agreed by Postholder: .....

Date: .....

Agreed by Assistant Director (Leisure and Community Development):.....

Date: .....

## PERSON SPECIFICATION - DRAFT

Date:

Post Title: Landscape Officer

Post No: \*\*\*\*\*

Division: Leisure and Community Development

Section: Landscape Management

Salary: £\*\*\*\*\*

Grade: ?

	E/D	CRITERIA INDICATED E (ESSENTIAL) OR D (DESIRABLE)	MEASUREMENT (See below)
<b>SKILLS, KNOWLEDGE AND EXPERIENCE</b>	E	Relevant and proven post-qualification practical and / or technical experience within the landscape / green space environment	2, 4
	E	Relevant and proven experience of preparing and implementing landscape proposals including contract management	2, 4
	E	Relevant and proven experience of liaising with and advising members of the public	2, 4
	D	Experience within the local authority environment	2, 4
	E	Ability to formulate landscape development and maintenance proposals, plans, specifications, bills of quantity, estimates of costs and contract documentation	2, 4, 5
	E	Ability to manage and supervise contracts on site and to maintain financial records	2, 4, 5
	E	Ability to communicate and correspond clearly with workforce, contractors, public, Council Members and other officers	2, 4
	E	Knowledge of legislation and industry standards relevant to green space provision	2, 4
	E	Knowledge of relevant health & safety and environmental legislation	2, 4
	E	Ability to plan and organise own workload	2, 4
	E	Good oral and written communication skills, literacy and numeracy.	2, 4
	D	Experience of managing budgets	2, 4

	E	Experience of using Microsoft Word and Microsoft Excel, or similar	2, 4
	D	Experience of using GIS mapping systems	2, 4
	E	Ability to design and implement landscape schemes and to devise creative management solutions for existing areas.	2, 4, 5
<b>EQUAL OPPORTUNITY</b>	E	Ability to recognise discrimination in its many forms and willing to put the Council's Equal Opportunities Policies into practice.	4
<b>QUALIFICATIONS</b>	E	Minimum of HND or equivalent in an appropriate subject area (e.g. landscape architecture, horticulture)	5
	D	Membership of an appropriate professional or technical body (e.g. Landscape Institute, Institute of Horticulture)	5
<b>ATTITUDE AND MOTIVATION</b>	E	Ability to remain calm and courteous and to project a positive image for the Council	4
	E	Ability to make objective decisions in potentially emotional situations	4
	E	Awareness of community needs and aspirations and the Council's ability to meet them	2, 4
	E	Ability to work within conflicting demands and to meet deadlines	4
	E	Ability to work as part of a team or individually	2, 4
<b>OTHER</b>	E	Must have a full current driving licence	5
	E	The postholder will work normal office hours, although flexitime will apply. There will be a requirement to attend evening meetings from time to time.	4
<b>Criminal Records</b>	E	The post is subject to a Criminal Records Bureau Disclosure	5

#### MEASUREMENT:

1 Test prior to shortlisting (ie all applicants). 2 From application form. 3 Test after shortlisting. 4 Probing at interview. 5 Documentary Evidence. 6 OTHER (please specify).