

TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
Tel. (01872) 274766
www.truro.gov.uk
email: info@truro.gov.uk

July 2024

To: Chairman and members of the
STAFFING COMMITTEE
and all other Members of **TRURO CITY COUNCIL** *for information*

Before the meeting the Chairman will read out the Library Building Fire Procedures

Dear Councillor

AGENDA

NOTICE IS HEREBY GIVEN that the meeting of the **STAFFING COMMITTEE** will be held at **THE MAYOR'S PARLOUR, TRURO COMMUNITY LIBRARY (FIRST FLOOR), UNION PLACE** on **TUESDAY 2 JULY 2024** at **7.00 pm** for the transaction of the under mentioned business: -

- 1 **MEMBERSHIP**
- 2 **APOLOGIES**
To resolve to accept apologies.
- 3 **DISCLOSURES OR DECLARATIONS OF INTEREST**
- 4 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA**
VERBAL QUESTIONS (5 minutes only)
- 5 **MINUTES** *(Appendix A)*
To resolve to approve and sign the minutes of the Special Staffing Committee meeting held on 20 May 2024.
- 6 **REVIEW OF TERMS OF REFERENCE AND SCHEME OF DELEGATION** *(Appendix B)*
To review and recommend to Council revised terms of reference.
- 7 **DEPUTY TOWN CLERK REPORT**
Verbal report including HR files, meeting with union, recruitment, GDPR issue in accounting, appraisal timetable, job descriptions and real living wage
- 8 **CHAIRMAN'S REPORT**
Verbal report.
- 9 **ADDITIONAL MANAGEMENT RESOURCES** *(Appendix C)*
To review and recommend to Council Facilities Manager and proposed recruitment timetable.
- 10 **TRAINING AGREEMENTS**
To resolve on de minimis level of £500.
- 11 **APPRAISALS** *(Appendix D)*
To approve appraisal paperwork and to note timetable.

- 12 **COUNCILLOR TRAINING**
To discuss Committee Member needs.
- 13 **EXCLUSION OF THE PRESS AND PUBLIC**
In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following items by reason of its confidential or special nature.
- 14 **DEPUTY TOWN CLERK REPORT**
Verbal report.
- 15 **FACILITIES MANAGEMENT**
To discuss.
- 16 **PENSIONS DISCRETIONS POLICY** *(Appendix E)*
To receive and discuss report. To recommend to Council.
- 17 **HUMAN RESOURCES (HR) TENDER**
To review current contract and discuss future needs.
- 18 **EMPLOYEE HANDBOOK AND SINGLE STATUS REVIEW AND STANDARDISATION OF EMPLOYMENT CONTRACTS** *(Appendix F to follow as shared link)*
Including Time Off in Lieu (Toil) Policy/ Overtime Procedures, Flexible Working and Core Office Hours 08:30 – 15:30, and to note the current status of library contracts. And to note the current status of library contracts.
- 19 **STAFF COUNCIL (ENGAGEMENT)** *(Appendix G)*
To note Manager's Meeting Minutes.
- 20 **READMITTANCE OF THE PRESS AND PUBLIC**
Press and public will be permitted to rejoin the meeting following the conclusion of the confidential items.
- 21 **DATE OF NEXT MEETING**
To set the next meeting dates for 2024/25.
- 23 **ITEMS FOR FUTURE MEETINGS**
Real Living Wage



David Rodda MBE
TOWN CLERK

**SPECIAL MEETING OF THE STAFFING COMMITTEE HELD ON
MONDAY 20 MAY 2024 at 9.05pm**

PRESENT: The Mayor (Councillor Mrs C Swain)
Councillors Biscoe, Green, Rabey, Rich, Roby and Roden.

APOLOGIES: There were no apologies.

Also in attendance: David Rodda MBE, Town Clerk

62 MEMBERSHIP

The new Committee membership was noted.

63 DISCLOSURE OR DECLARATIONS OF INTEREST

There were no disclosures or declarations of interest reported.

64 ELECTION OF CHAIRMAN

It was proposed by Councillor Rich and seconded by Councillor Green that Councillor Roden be elected Chairman of the Committee for the Municipal Year 2024-2025.

There being no other nominations it was:

RESOLVED that Councillor Roden be elected Chairman of the Staffing Committee for the Municipal Year 2024-2025.

Councillor Roden in the Chair.

Councillor Roden welcomed members to the Committee and thanked everyone for their confidence in electing him.

65 ELECTION OF VICE-CHAIRMAN

It was proposed by Councillor Rich and seconded by Councillor Green that Councillor Biscoe be elected as Vice-Chairman of the Committee for the Municipal Year 2024-2025.

RESOLVED that Councillor Biscoe be elected Vice-Chairman of the Staffing Committee for the Municipal Year 2024-2025.

The meeting closed at 09:10pm.

CHAIRMAN

Report to:	Staffing Committee	
Date:	02.07.24	
Title:	Terms of Reference	
Authors, Roles and Contact Details:	Cheryl Simpson, Administrator, Truro City Council cheryl@truro.gov.uk	
Approval and clearance obtained from chairman of committee:		N/A
Urgency Procedure(s) used? If yes include rationale.		N
Recommendations to Full Council To agree revised draft Terms of Reference and Scheme of Delegation for the Staffing Committee.		

Executive Summary

- 1.1 It is best practice to have published terms of reference to guide the work of the Council's Committees.
- 1.2 Draft terms of reference for the Finance and General Purposes, Parks and Amenities, Planning and Staffing Committees and a draft Scheme of Delegation were considered by Council at its meeting on 29 April 2024.
- 1.3 Council agreed that each Committee discuss and agree final terms of reference for their work at this meeting, to be brought back to Council for approval. Council also agreed that authority could be delegated to Committees to act in certain circumstances to prevent duplication of work.
- 1.4 With this in mind, the draft terms of reference have been reviewed and revised for Members' consideration.
- 1.5 Terms of reference for meetings are an important tool to the smooth running of Council's business. At every stage of the meeting process, from drafting agenda to drafting minutes, terms of reference help guide councillors and officers in fulfilling their respective roles.

Benefits for Customers/Residents

- 1.6 Terms of reference help clarify a meeting's purpose and keep it relevant for the participants. They provide an important framework so that the agenda is an effective meeting device.
- 1.7 In particular, terms of reference should help the Council to ensure that matters are considered by the appropriate Committee and help direct the flow of business to be discussed. They can also help a Committee Chairman manage a committee's workload.

Relevant Previous Decisions

1.8 Full Council considered draft terms of reference at its meeting on 29 April 2024.

Consultation and Engagement

1.9 Draft terms of reference for the Finance and General Purposes, Parks and Amenities, Planning and Staffing Committees and a draft Scheme of Delegation were considered by Council at its meeting on 29 April 2024.

Financial Implications of the proposed course of action/decision

1.10 Terms of reference are an important tool in helping the meeting process run effectively. They help Committees run efficiently and reduce duplication and time delays.

Legal/Governance Implications of the proposed course of action/decision

1.11 It is good practice to have terms of reference.

Risk Implications of the proposed course of action/decision

1.12 The major risk relates to the efficiency and effectiveness of the committee system.

Options available

1.13 If the Committee does not agree revised terms of reference, there is a risk of duplication and delay in dealing with their workload.

1.14 If the Committee agrees the revised terms of reference meetings can run more efficiently and effectively.

1.15 It is recommended that the Committee agree revised terms of reference.

Supporting Information (Enclosures)

1.16 Enclosure 1: Copy of revised draft terms of reference.

1.17 Enclosure 2: Copy of draft Scheme of Delegation

Approval and Clearance

1.18 All necessary approvals for this report have been obtained.

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for all reports)	Yes	25.06.24

Deputy Town Clerk (Finance and HR) (Required for all reports)	Yes	26.06.24
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Enclosure 1

STAFFING COMMITTEE

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Council

Membership: 5 (either with HR experience or willing to undertake relevant training)
Quorum: 3
Meeting frequency: Quarterly
Attending Officers: Town and/or Deputy Clerk and HR Advisor

NB: Membership to be 5 members not holding the office of Chair/ Deputy Chair or Mayor/ Deputy Mayor positions elected by the Council.

Terms of Reference:

1. In consultation with Finance and General Purposes Committee, to establish and keep under review the staffing structure.
2. To implement, monitor, review and revise policies relating to staffing.
3. To ensure that Joint consultation arrangements with the recognised Trades Unions and that the terms of the recognition agreement are fully implemented.
4. To establish and review salary pay scales for all categories of staff and to receive reports from the Deputy Town Clerk on their administration, and on the implementation of the Council's Job Evaluation Scheme.
5. To oversee the recruitment and appointment of staff, including agency staff where necessary.
6. To oversee the execution of new employment contracts in line with NALC/SLCC model contract agreement and variations to contracts (including TUPE transfers).
7. To establish and review annual appraisals and staff training programmes.
8. To oversee any process leading to dismissal of staff (including redundancy).
9. To keep under review staff working conditions, and health and safety matters.
10. To monitor and address regular or sustained staff absence.
11. To make recommendations on staffing related expenditure to the Finance and General Purposes Committee as part of the annual budget process.
12. To receive reports from the Deputy Town Clerk on any appeal against a decision in respect of pay or changes to terms and conditions. To consider and make recommendations to Council arising from such decisions, should it be appropriate or necessary.
13. To consider a staff grievance or disciplinary (and any appeal). The Committee to be divided in consideration of the initial matter, so that fresh eyes are retained for any subsequent appeal.
14. To be assured that supervision, performance management and pay reviews for the Town Clerk and Deputy Town Clerk are carried out as required by Standing Orders, by the Chair of Finance & General Purposes Committee.
15. The Chair of the Staffing Committee to be consulted by the Deputy Town Clerk

on administration of leave records and absence monitoring.

2. **Delegated Powers**

4.1 Decisions made by this committee serve as recommendations to Council save the following exceptions (a) to (d) below:

(a) The Committee is authorised to approve expenditure from £25,000 up to £99,999 to agreed budget areas and to vire monies within said budget.

(b) Payment of invoices for work, services and other liabilities either previously confirmed by the Council or where delegated within Financial Regulations to the RFO and/or Committees.

(c) The Council may consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but excluding any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Any such delegated responsibility shall be clearly identified and defined within the Council Minutes.

(d) To set up and administer sub-Committees and working parties to facilitate the work of this Committee and for no other purpose. The Committee shall determine the terms of reference and protocols for the sub-committee and working parties that shall report to this Committee. No sub-committee or working party shall be formed or operated without terms of reference and protocols.

Where matters have been delegated to this Committee for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any other statute or codes within legislation.

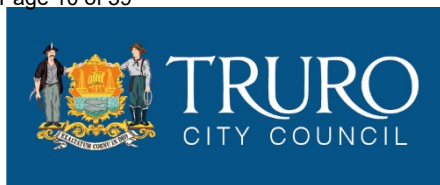
- To authorise the Deputy Town Clerk in consultation with the HR Advisor to carry out the recruitment and appointment of staff, including agency staff where necessary.
- To authorise the Deputy Town Clerk to administer annual appraisals and staff training programme.
- To authorise the Deputy Town Clerk to monitor staff working conditions, and health and safety matters

4.2 Should a matter be delegated to the Town Clerk for determination this shall be in consultation with the Chairman or Vice-Chairman and Mayor or Deputy Mayor.

Approved by On

SCHEME OF DELEGATION (Authorisation, Purchase & Payment Function) (Please refer to TCC Standing Orders and Finance Regulations)

	DEPARTMENT										COMMITTEES			
	Town Clerk	Deputy Town Clerk (RFO)	Finance Officer	Finance Team	Building Facilitator	Parks & Amenities Manager	Parks & Amenities Foreman	General Foreman	TIC and Café Managers	Service Lead	Grants Committee	Parks & Amenities	Finance & General Purposes Committee	Full Council
COST CENTRES	ALL COUNCIL BUDGETS & RESERVES				Buildings only	Parks & Amenities Only			Budget specific	Budget specific	Comm Dev + Reserves only	P & A Budgets and Reserves Only	ALL BUDGETS & RESERVES	
1. Budget														
Approval of Annual Fees and Charges, Budget and Precept														✓
2. Capital Expenditure														
<i>The Council must be satisfied that the necessary funds are available and the requisite borrowing approval has been obtained</i>														
Within CAPEX budget and up to £24,999	✓											✓	✓	
Within CAPEX Town Deal budget over £25,000 up to £99,999 (2 signatures)	✓+1	✓+1												
Within CAPEX Town Deal budget over £100,000 up to £249,999 (2 signatures plus one C)	✓+1	✓+1												
Examination of Business Case for Projects over £25,000	✓													✓
Fixed Assets Disposals residual value up to £49,999													✓	
Fixed Assets Disposals residual value over £50,000														✓
3. Payments														
In cases of extreme risk to delivery of Council services - limited to £10,000	✓													
Approved cheque payments up to £2,000 (Plus one Councillor on Bank Mandate)	✓	✓				✓								
Approved cheque payments over £2,000 to £150,000 (Plus two Councillors on Bank Mandate)	✓													
Inter Account Bank Transfers (Internal transactions only) up to £25,000	✓	✓	✓											
Inter Account Bank Transfers (Internal transactions only) up to £50,000	✓	✓												
BACS Payments up to £150,000 - initiators	✓	✓	✓	✓										
BACS Payments up to £4,999 - authorisers (Identified Officer + One Councillor on Bank Mandate)	✓+1	✓+1				✓+1								
BACS Payments over £5,000 - authorisers (Plus two Councillors on Bank Mandate)	✓+2	✓+2												
Pay run authorisation (Must be confirmed by Finance Officer)	✓	✓	✓											
Set-up new Direct Debits up to £25,000 in budget year (via F&GP)	✓	✓												
Credit Card holders (shown with limits)	None held	None	None		£1,500									
Debit Card holders	None held													
4. Non-salary Expenditure Commitments														
Purchase Orders up to £250	✓	✓	✓	Stationery		✓		✓	✓					
Purchase Orders up to £500	✓	✓	✓			✓		✓	✓					
Purchase Orders up to £1000	✓	✓	✓		✓	✓		✓						
Purchase Orders and contract commitments up to £4,999	✓	✓				✓								
Purchase Orders and contract commitments over £5,000 to £24,999	✓													
Purchase Orders and contract commitments over £24,999 (2 signatures)	✓+1	✓+1												
Examine, verify and certify invoices for payment	✓	✓				✓								
Grants										✓		✓		✓
Invoice authorisation up to £4,999 single item (Identified Officer + One Councillor on Bank Mandate)	✓	✓				✓								
Invoice authorisation over £5,000 single item (Identified Officer + Two Councillors on the Bank Mandate)	✓	✓				✓								
Expense claims payment authorisation	✓	✓				✓								
Petty Cash claim	✓	✓	✓											
Travel / Mileage Claims payment authorisation	✓	✓												
Refunds	✓	✓	✓											
5. Banking														
Maintenance of Bank mandate		✓	✓											
Authorising of approved signatories														✓
Administrators (Internet Banking) (<i>within limitations of banking app</i>)		✓	✓	✓										
Authorised Users	✓	✓				✓								
6. Staff (No changes to pay, emoluments, terms and conditions without prior consent of the Council / relevant Committee)														
Offers of appointment / authority to recruit / termination TC/RFO/Parks Manager	✓	✓												✓
Offers of appointment / authority to recruit / termination other staff	✓	✓							✓	✓				
Approval of monthly overtime	✓	✓			✓	✓			✓	✓				
Pay Awards (in conjunction with Chair of F&GP)	✓													
Termination Payments														✓
7. Financial Transactions, Borrowing, Lending and Investments														
Treasury Management	✓	✓												
Property Leases														✓
Loans, borrowing and investments to be approved by Full Council														✓
Letting of major contracts (Over £150,000 p.a.)	✓													✓
Creation of new supplier accounts	✓	✓	✓											
8. Virements														
Up to £1,000 within the same department	✓	✓	✓			✓								
Up to £5,000 within the same department	✓	✓				✓								
Up to £25,000 across departments	✓											✓		✓
Over £50,000 across departments														✓



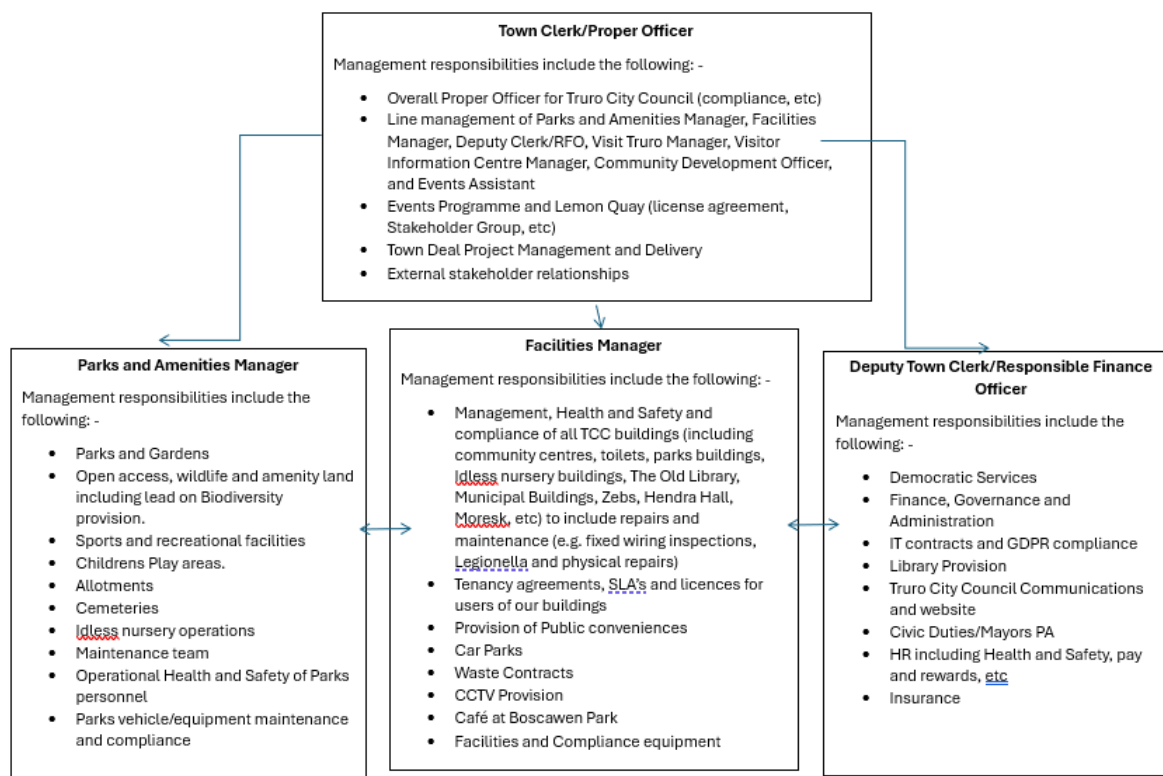
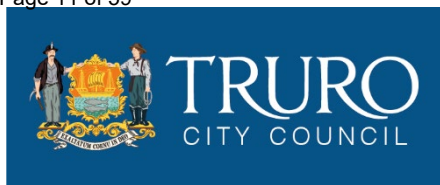
Report to:	Staffing Committee	
Date:	2nd July 2024	
Title:	Additional Management Resources	
Authors, Roles and Contact Details:	David Rodda MBE Town Clerk clerk@truro.gov.uk	
Approval and clearance obtained from chair of committee:	Y	
Urgency Procedure(s) used? If yes include rationale.	N	

Recommendation(s):

1. To note the contents of this report.
2. To resolve to recommend to Council that a Facilities Manager position is created in the Senior Management Team of Truro City Council.

1 Executive Summary

- 1.1 Truro City Council is now a much larger organisation than it was only 3 years ago. A significant service delivery agenda coupled to an increase in devolved assets (that have a backlog of repair and maintenance requirements) and an extensive externally funded delivery agenda all require a management structure that can successfully deliver the responsibilities and objectives of the Council in the short and medium term.
- 1.2 The creation of a Deputy Clerk/Responsible Finance Officer position and the appointment of a new Town Clerk have helped to address this issue. However, having reviewed the current management structure, the division of current management responsibilities amongst the senior management team and considered the forward plan of works; it is the professional opinion of the Town Clerk that further capacity is required.
- 1.3 Therefore, the management structure outlined below is being suggested as the recommended option.

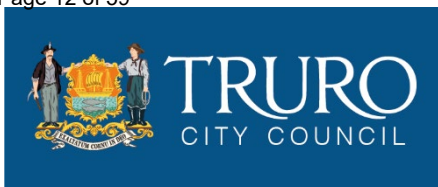


2 Purpose of Report and key information

- 2.1 The purpose of this report is to obtain the input and endorsement of the Staffing Committee regarding this proposed addition to the management structure so that the Town Clerk can finalise the job description and associated grading in order to seek the approval of Full Council prior to proceeding to advertise the role.
- 2.2 Alongside this process the detailed supervisory structure below the senior management team will be developed. All job descriptions of existing posts will be reviewed where necessary so that are up to date ensuring that they nest within this new structure to ensure clarity of roles, responsibilities and ensure that there is no duplication of effort.

3 Benefits for Customers/Residents

- 3.1 An appropriate management structure is vital to the smooth operation of the Council so that each area of delivery is managed to ensure key objectives are delivered within budget and that best value is delivered for all expenditure.
- 3.2 The Functional Management Chart outlined in this report will also help to set the tone for how Truro City Council should operate going forward by providing



sufficient capacity to manage the complexities of delivery. The draft job description for this post is attached in appendix 1.

3.3 Below the senior management team there will be limited change to the duties of staff roles apart from a change in line management for some staff. Given the recent upheavals at Truro City Council it is felt that the addition of the facilities manager will provide greater clarity and focus on our buildings and facilities whilst also providing all staff with greater clarity over reporting lines, what is expected of them in their job roles, where responsibility and accountability rests and how successful delivery will be measured.

3.4 Through improved budgetary control and reporting, Truro City Council (or the relevant committee) will also have improved oversight of the work of the Council.

4 Relevant Previous Decisions

4.1 The organisational review process undertaken by Truro City Council identified a need for additional management resource in relation to the management of our buildings and facilities and even though that process was aborted the rationale for this additional resource remains valid.

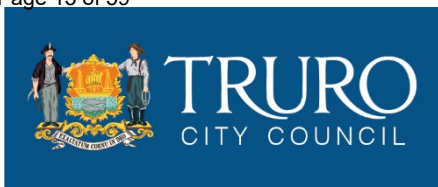
5 Consultation and Engagement

5.1 To date the consultation undertaken has involved the senior management team, the wider management team, Union representatives and the Finance and General Purposes Committee. All understand the rationale for the additional post.

6 Financial Implications of the proposed course of action/decision

6.1 This costs of this additional member of staff has been estimated based on expected salary levels and on costs and is affordable within the existing staffing budget for 2024/25 and beyond as various vacancies will be repurposed from the substantive structure in order to accommodate any changes.

6.2 This redeployment of existing resources is deemed necessary in order to create a fit for purpose management structure for Truro City Council.



7 Legal/Governance Implications of the proposed course of action/decision

- 7.1 No progress will be made on advertising the role until the staffing committee has considered this report which will then progress to Full Council to approve.

8 Risk Implications of the proposed course of action/decision

- 8.1 The main risk is that this additional member of staff creates an additional cost burden on Truro City Council. By repurposing and reprioritising existing budgets to cover these costs this risk is reduced, and it is affordable within the current budget envelopes.
- 8.2 The main risk of not creating this additional post is that the management responsibilities it would cover would have to be divided between the existing senior management team which would reduce the time available to focus on some very important areas of work which may end up costing more in the long run. Adding the responsibilities of this proposed post to the existing senior management team would also reduce the time they can spend focussing on the responsibilities they have allocated to them in the above structure chart. This risk is reduced by creating the additional post.

9 Options available

- 9.1 **Do nothing** – the current management structure would continue. This has been discounted as the workload for each manager would mean that insufficient management time would be available for each area of responsibility. Given the responsibilities that rest in our buildings and facilities the existing structure would also be sub optimal in terms of responsiveness and forward planning.
- 9.2 **Other options** – it would be possible to outsource the facilities management role but this has been discounted as it would be costly and would not build the capacity of the senior management team.
- 9.3 **Chosen option** – has been selected as the most viable option in order to build the capacity of the management structure at Truro City Council.

10 Supporting Information (Enclosures)

- 10.1 Draft job description



11 Approval and clearance

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for all reports)	Yes	25/06/24
Deputy Town Clerk (Finance and HR) (Required for all reports)	Yes	25/06/24



TRURO

CITY COUNCIL

Making Truro a great place to live, work and visit

Dear Candidate,

Thank you for expressing an interest in the Facilities Manager role with Truro City Council.

We hope that the contents of this application pack will provide an insight into our organisation, the role and what it is like to work here. The Council has grown significantly over the past few years and we are looking to enhance our management structure with leaders who have the skills knowledge and capacity to support our organisation as it moves through a period of change and growth.

We hope you find everything you need to apply for this position, but should you require additional information about the recruitment process please do not hesitate to get in touch.

Good luck with your application.

David Rodda MBE
Town Clerk

Truro City Council

About the Council and City

- Mission Statement – To make Truro a great place to live, work and visit.
- Local Level Government in Truro.
- We have 24 elected and unpaid Councillors.
- The council has over 60 members of staff in the team and the Council is responsible for a range of services including parks and amenity land, plant nursery, cemeteries, allotments, community library, municipal buildings, visitor information centre, public conveniences, community centres and wider community development .
- Truro became a city in 1877.
- Truro is derived from Truru which means 3 rivers – 3 rivers merge into 1 to create Truro River.
- We have 4 main committees, these are: Finance and General Purposes Committee, Parks and Amenities Committee, Staffing Committee and Planning Committee.
- Truro City Council own the Public Cemetery and four Allotment sites (in the process of developing a fifth site) and these are the Council's only Statutory Duty.

About the Role

This is an opportunity to play a key role in supporting the positive progress Truro City Council has been making in recent years. Truro City Council is committed in making Truro a great place to live work and visit and is seeking a motivated full-time, permanent Facilities Manager to work in the head office in Truro City Centre.

The Facilities Manager will work with their team to ensure that the relevant Truro City Council facilities and assets are maintained to a clean, safe and hygienic condition in line with regulations and local procedures. To be responsible for the effective and efficient management and security of all City Council owned and managed buildings/assets and ensuring that there is a regular programme in place for inspections and preventative maintenance. They will also be responsible for compiling any scope of works and subsequent business case, grant applications and procurement for any required repairs and maintenance works and/or contracts.

The position is a fast-paced exciting role primarily focussed on ensuring that our buildings and facilities support the day to day and long term objectives of Truro City Council. The ideal candidate will need to demonstrate skills and knowledge in the following areas:

- Communication – Ability to communicate in a clear and confident manner, tailoring the approach to fit the needs of the audience.
- Interpersonal Skills – Creating and maintaining positive relationships across multiple departments.
- Excellent verbal and written communication with attention to detail.
- Confident in using IT – Including the use of Excel, Word, and Outlook (365).
- Strong Organisational Skills – Ability to work to deadlines which could be several at one time.
- Ability to problem solve.
- Enthusiasm and positive approach – Enjoy working in a team.
- Facilities management knowledge and experience – in the management and operation of buildings. Experience of managing and maintaining listed buildings would be desirable.
- Health & Safety Experience - A thorough understanding of relevant and up to date health and safety legislation, risk management requirements and assessments.
- An ability to provide leadership to enable, motivate and develop a staff team.
- Ability to role model the Council's agreed behaviours of Civility and Respect.

Terms and conditions of employment

Truro City Council staff are employed under Local Government Services (Green Book) terms and conditions with some terms and conditions agreed locally

The key provisions are:

- Permanent Full-time 37 hours per week.
- Location: Truro City Council Office
- Salary: £XX - £XX per annum.
- We offer between 23 and 29 days holiday a year; plus, bank holidays, two additional statutory days, St Piran's day, should this fall on a working day and a Local Government Pension scheme
- Incremental progression subject to satisfactory performance

How to apply

- To apply please download an application pack from Truro City Council website.
- Once you have an application pack, if you would like to apply, please complete the application form within this pack, or if you have difficulty accessing this, please email HR@truro.gov.uk
- Deadline for applications is XX.
- The Selection process will be held during week commencing XX and any face to face interviews will be held in Truro Community Library.

Truro City Council is committed to equality, diversity and inclusivity being at the heart of everything they do.

Job description

Facilities Manager

Department: Town Clerk

Salary Grade: Grade X - £XX - £XX per annum

Pension Scheme: Local Government Pension Scheme (LGPS)

Responsible to: Town Clerk

Hours: 37 hours per week, Monday to Friday (including evening and weekend work when required)

Workplace: Truro City Council offices

Functional Links: Town Clerk, Senior Management Team and all staff within the Council, Councillors, the general public and other external stakeholders.

The Job Description outlined below indicates the general nature and level of the work undertaken and is not intended to be a detailed list of all duties and tasks. Responsibilities may be periodically updated to meet organisational needs in consultation with the jobholder.

JOB PURPOSE

This position plays an important role in managing the City Council's properties and facilities, ensuring a clean, safe and hygienic environment to live, work and visit. To be responsible for the effective and efficient management and security of all City Council owned and managed building / assets and ensuring that there is a regular programme in place for inspections and preventative maintenance. To also be responsible for compiling any scope of works and subsequent procurement for any required repairs and maintenance works and / or contracts as well as responsibility for accessing grants to support the costs of these works where applicable. This will include being a member of the Senior Management Team (SMT).

KEY RESPONSIBILITIES

- To set the strategic direction for our facilities management function for all aspects of the City Council properties, both owned and leased. These include XX.
- To act as designated Health & Safety Officer working with the Council's Health & Safety Consultants, appropriate managers and responsible officer to ensure that the Council's Health & Safety Policy is in line with current legislation. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all Council procedures and guidelines which assist this.
- To act as the responsible person for Legionella monitoring
- To be responsible for regular condition surveys, developing and managing planned repair and maintenance schedules as well as dealing with emergency repairs as they arise for all the Council's assets and properties, including the introduction of a planned, proactive maintenance system. As well as buildings and sites this also includes, seats shelters, notice boards and street furniture.
- Prepare reports and documents for various committees relating to the condition of assets, business cases for any repairs/maintenance, service plans for trading activity (e.g. Café in the park) and relevant contracts (e.g. waste collection and CCTV). Offer professional, unbiased advice and produce information required for effective decision making. Attend the meetings and ensure that statutory and other provisions governing or affecting the running of the Council are observed and implemented. Implement all decisions constructively.

- To assist the RFO in the setting out of appropriate budgets and ensuring the cost effective delivery of services and projects within budget.
- Identifying opportunities to achieve cost savings and income generation, and ensuring facilities are making an enhanced contribution to the life of the community.
- To take an active role in SMT and wider Council discussions to help plan for future devolved services.
- To provide management and guidance on all Council agreed contracts, including specification of works, tender processes, overseeing works, management of contracts and leases, etc. in accordance with current procurement regulations.
- To ensure that all risk assessments associated with the Council's activities, ad-hoc and regular events, properties and facilities are completed as required and reviewed on a regular basis, supporting other staff members where necessary.
- Safekeeping of the deeds and documents relating to Council property and management of lease related matters, in conjunction with the RFO ensuring timely rent reviews and revisions as directed and ensuring that all property, where appropriate, is registered with the land registry.
- Ensure compliance and record/log keeping in terms of the safety of Council facilities, sites and services. Working with the RFO to maintain the facilities asset register for audit and insurance purposes.
- Manage, maintain and update the Town Council statutory insurance policies and cover. To notify and liaise with insurers of all incidents and events on town Council land or property and dealing with claims.
- To be responsible for Estate Security consisting of all Alarms, Keys and key fob records. Ensuring the regular inspection and proper care, security, maintenance and usage of all the Council's property, estates and equipment.
- To manage the acquisition and disposal of council properties, if required.
- To prepare and obtain Planning Permission, Building Control, Listed Building Consent and Approvals as necessary.
- To set contract specifications for facilities maintenance, cleansing and other contracts. To obtain quotations and tenders for the program of works and one-off projects and commission surveys where necessary.
- Manage projects and provide update reports to the Council and Town Clerk. To liaise proactively with all members of the SMT.
- To oversee and ensure the applicable compliance regimes to Council buildings and sites are adhered to.
- To liaise with the police on all facilities policing and security issues.
- To monitor the use of consumable items and spares
- To ensure that vehicles, plant and equipment used by the facilities team is regularly maintained, including the completion of inspection records, MOTs, etc
- To attend training courses as required.
- To represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.
- To work positively with other members of staff at the Council in a supportive manner.
- To actively manage own training and development.
- To actively and positively contribute to the appraisal process and follow up on agreed actions.
- To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all City Council procedures and guidelines which assist this.
- To work at all times with the Council's Dignity, Diversity & Respect Policy.
- To undertake such other duties as may be required within the general scope of the job. There may be a requirement to undertake other duties and / or times of work as required that commensurate with the grade / level of responsibility to ensure the effective delivery of the service.

All employees are required to commit to Truro City Council's Equality, Diversity and Inclusivity policies and values, treating colleagues and customers with dignity and respect.

Person specification

Facilities Manager

Knowledge, skills, and experience

Essential	Desirable
<p>Qualifications & Experience</p> <p><i>Facilities and Site Management</i> Demonstrable knowledge and experience in the management of buildings..</p> <p><i>Competent and professional ability to carry out contract management including tender process.</i> A sound knowledge and demonstratable experience of managing contractors and contracts and planned maintenance scheduling. Experience of procurement.</p> <p><i>To act as the Council's Health & Safety Officer</i> Health and Safety Experience. A thorough understanding of relevant and up to date health and safety legislation and risk management requirements. Willingness to work towards Managing Health and Safety at Work Level.</p> <p>Experience of managing projects and delivering results on time and in budget.</p>	<p>Awareness of COSHH, Health & Safety and vulnerable persons protocols.</p> <p>Relevant Legionella Testing/Responsible Person Qualifications</p> <p>Relevant sharps collection and clinical waste transportation qualification(s).</p> <p>Education to HND or Degree level.</p> <p>A relevant project management qualification or demonstrable experience in a similar role</p> <p>Fire Warden Certification</p> <p>Current Health and Safety and First Aid Certification</p> <p>Managing Health and Safety at Work Level 3.</p> <p>Willingness to work towards IOSH and / or NEBOSH qualifications.</p>

Essential	Desirable
<p>Use of ICT</p> <p>Proficiency in the use of financial software and the Microsoft Office suite.</p>	<p>Experience of facilities management software.</p>
<p>Skills</p> <p>Strong analytic skills, with the ability to interpret information, consider options and develop solutions.</p> <p>Attention to detail.</p>	<p>Good interpersonal skills including the ability to act with tact, sensitivity and diplomacy.</p> <p>Proven ability of supervising staff in undertaking open spaces works.</p> <p>Ability to monitor, maintain and improve present systems and practices.</p> <p>Ability to learn and be adaptable to changes in procedures and technology.</p> <p>Proven ability to assess and react quickly to situations as they unfold.</p> <p>Working knowledge of IT (at-least Basic Microsoft Word and Excel).</p> <p>Experience of working with or within a Town or Parish Council setting, with knowledge of how Town/Parish Council's operate.</p> <p>Ability to use a Microsoft Outlook email system.</p> <p>Experience of Facilities Management across multiple sites, including awareness of COSHH.</p> <p>Previous knowledge of working within a relevant environment, preferably public conveniences and office facilities including multi-user buildings.</p> <p>Experience of recruiting and/or supervising staff.</p>

Essential	Desirable
<p>Collaboration</p> <p><i>Manage directly employed staff in the operation and maintenance of all Council sites.</i></p> <p>A sound knowledge of leading a facilities team.</p> <p>An ability to provide leadership to enable, motivate and develop a staff team.</p> <p>Experience of working collaboratively across teams and functions to arrive at agreed solutions.</p>	<p>Awareness of COSHH, Health & Safety and Vulnerable Persons protocols.</p>

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Personal Attributes

Essential	Desirable
<p>Communication Skills</p> <p>Prove ability to communicate effectively and accurately, both verbally and in writing, tailoring the approach to fit the needs of the audience.</p> <p>Demonstrate experience of providing advice to colleagues and management team including senior management.</p> <p>Excellent interpersonal skills.</p> <p>Good communication and customer care skills.</p> <p>Proven ability to write objective reports, make recommendations and lead projects.</p>	<p>Production of press and media releases and promotion of facilities.</p>
<p>Personal</p> <p>Passionate about promoting Truro.</p> <p>High level of motivation.</p> <p>Good work ethic.</p> <p>Risk adverse, thinking safety first.</p> <p>Taking responsibility for own personal and professional development, acknowledging weaknesses and errors, and taking action to amend.</p>	
<p>Resilience</p> <p>Able to prioritise work effectively, balancing business needs, deadline, and priorities.</p> <p>Ability to work under pressure.</p>	

Essential	Desirable
Customer Focus Adopts a customer-focused approach, ensuring service users and stakeholders are fully engaged.	
Full Driving Licence	Clean full driving licence and car owner.

Other requirements

- This is a politically restricted post in accordance with Local Government regulations.
- This role may require the jobholder to travel to meet the requirements of the role.

 Signed (postholder):

Date:

EQUAL OPPORTUNITY FORM

Truro City Council is committed to providing equal opportunities and our policy is to ensure that no job applicant or employee receives less favourable treatment, on the grounds of sex, pregnancy, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion, age or trade union membership. In order to monitor the effectiveness of our Equal Opportunities Policy, we request that applicants provide us with the information outlined below. This information will only be used for this purpose and will be kept in accordance with the UK General Data Protection Regulations (GDPR) and Data Protection Act 1998. This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.

Job Applied For: Service Delivery Manager						
1. What age are you? Please tick the appropriate box						
16 or under <input type="checkbox"/>	17 – 24 <input type="checkbox"/>	25 - 35 <input type="checkbox"/>	36 - 45 <input type="checkbox"/>	46 – 55 <input type="checkbox"/>	56 – 65 <input type="checkbox"/>	66 & over <input type="checkbox"/>
2. What is your marital status?						
Single <input type="checkbox"/>		Married <input type="checkbox"/>				
Civil Partner <input type="checkbox"/>		Other <input type="checkbox"/>				
3. Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>				4. Religion or None <input type="checkbox"/>		

5. I belong to the following ethnic grouping: (Please tick the appropriate box and give further details where indicated)

A: White A1: British <input type="checkbox"/> A2: Irish <input type="checkbox"/> A3: Any other white background (please specify) <input type="checkbox"/>	D: Black or Black British: D1: Caribbean <input type="checkbox"/> D2: African <input type="checkbox"/> D3: Any other black background (please specify) <input type="checkbox"/>
B Of mixed race: B1: White & Black Caribbean <input type="checkbox"/> B2: White & Black African <input type="checkbox"/> B3 : White & Asian <input type="checkbox"/> B4: Any other mixed background (please specify) <input type="checkbox"/>	E: Asian or Asian British: E1: Indian <input type="checkbox"/> E2: Pakistani <input type="checkbox"/> E3: Bangladeshi <input type="checkbox"/> E4: Any other Asian background (please specify) <input type="checkbox"/>
C: Chinese: <input type="checkbox"/>	F: Other ethnic group (please specify, e.g. Cornish)

6. A disability is a physical or mental impairment which has a substantial and long-term effect on the ability to carry out normal day to day activities. Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>
--

I understand that this information may be stored and processed as part of the Truro City Council monitoring of equal opportunities and I give my consent to my details to be used for this purpose.

Note: If you have any disability for which special arrangements should be made during the recruitment and selection process please contact the Council's HR Department: 01872 274766

APPLICATION FORM: Facilities Manager

The closing date for the receipt of applications for this appointment is: **XX**

If you require this application form in a different format, for example Large print please contact HR@truro.gov.uk

Completed application form to be returned via email to: HR@truro.gov.uk

Post applied for:

How did you hear about this vacancy/ where did you see the vacancy advertised?

PERSONAL DETAILS

Surname:

Name:

Permanent address.....	Telephone numbers:
.....	Home.....
.....	Mobile.....
Post code.....	Business.....
Email.....	

Are there any restrictions on your taking up employment in the UK? If so, please provide details:

If selected for interview, would you require any reasonable adjustments to be made to support you at an interview? If so, please could you provide an indication of what adjustments you would require

CRIMINAL CONVICTIONS

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us. As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

If you declare an unspent conviction, we may write to you requesting further information. You may be asked about unspent convictions at an interview.

All offers of employment may be subject to a minimum of a basic disclosure to verify the information you provide, unless the role which you have applied for requires a higher level of check from the Disclosure and Barring Services (DBS), in which case we will clearly state the level of DBS disclosure required on the job description paperwork.

Please list any convictions or cautions which are not "spent" as defined in the Rehabilitation of Offenders Act 1974 (as amended).

Signature.....

Print name.....

Date.....

DRAFT

APPLICATION FORM: Facilities Manager

APPLICANT NAME: _____

1. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence.

Continue on a separate sheet if necessary.

2. CURRENT OR MOST RECENT EMPLOYMENT

Name & address of present or most recent employer:	Position held:
	Grade/salary:
	Date of appointment:
	Period of notice required:

3. PLEASE GIVE TWO REFEREES – One of whom SHOULD be your present employer (or last employer if unemployed) who will be contacted prior to interview if you are short listed, unless you specify not to do so.
 PLEASE DO NOT USE RELATIVE

Name:

Name:

Address:

Address:

.....

.....

Post Code:

Post Code:

Tel. No:

Tel. No:

Email address:

Email address:

Please tick if you do not give permission for Truro City Council to contact your referee without prior permission

Please tick if you do not give permission for Truro City Council to contact your referee without prior permission

4. OUTSIDE INTERESTS, UNPAID WORK, WORK EXPERIENCE & NON-VOCATIONAL ACTIVITIES

Please give a description of any outside interests or unpaid work you have or do which may be relevant to this position and which you think may support your application (continue on a separate sheet if necessary)

Have you ever received a redundancy payment from previous Local Authority employment? If so, please state employer and year payment received.

Are you related to any Member or Senior Officer of Truro City Council?

YES/NO

If yes, please confirm who _____

I declare that to the best of my knowledge all the information supplied on this form is correct. I fully understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or in dismissal.

I agree that if I am successful in obtaining the role, this information will be retained in my personnel file during my employment and up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. If I am unsuccessful in obtaining the role, I understand that Truro City Council shall retain this form for six months, after this time it shall be destroyed.

I agree that should I be successful I will, if required apply to the Disclosure and Barring Service (formally the Criminal Records Bureau) for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signature.....

Print name.....

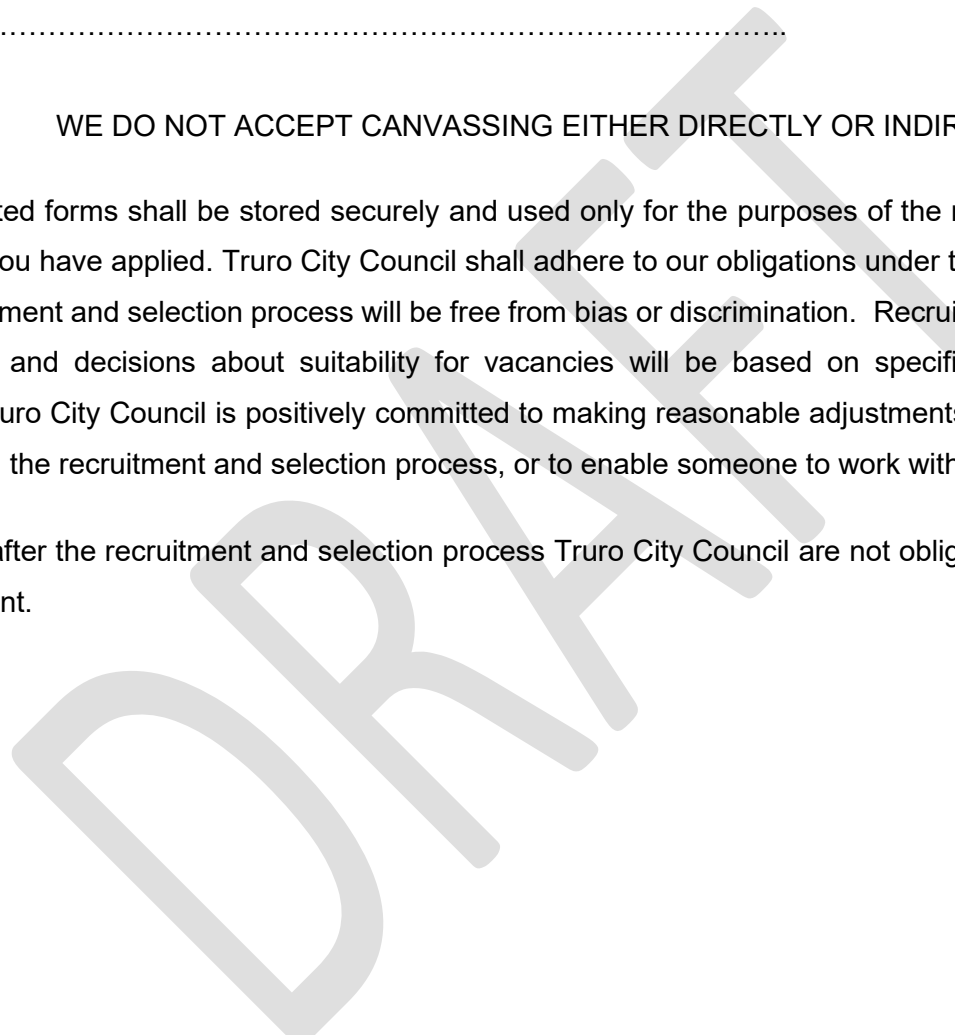
Date.....

WE DO NOT ACCEPT CANVASSING EITHER DIRECTLY OR INDIRECTLY

All completed forms shall be stored securely and used only for the purposes of the recruitment for the role for which you have applied. Truro City Council shall adhere to our obligations under the GDPR.

The recruitment and selection process will be free from bias or discrimination. Recruitment will be managed objectively and decisions about suitability for vacancies will be based on specific and reasonable job criteria. Truro City Council is positively committed to making reasonable adjustments for those who have a disability in the recruitment and selection process, or to enable someone to work with us.

During or after the recruitment and selection process Truro City Council are not obliged to give feedback to the applicant.



Appraisal Pack 2024-25

The Appraisal process is a 360° meeting with the Council discussing what they need and want and the employee having the same opportunity to do so.

The Process

Self-Assessment Section

Please complete your self-assessment section of the appraisal pack prior to your arranged meeting. Please take your time with this section and what you would like to discuss.

Appraisal Section

This is to be completed by HR during your appraisal meeting. All matters discussed will be noted and recorded for your personnel records.

Post Appraisal

You shall receive a letter summarising matters discussed in your appraisal for your records. Please keep a copy of this safe. Your old appraisal will be compared with your new appraisal to monitor your performance.

General Information

The purpose of the review is to determine objectively how well an employee is performing in their current position. The review is based upon a consideration of all major functions a staff member performs.

Following on from the employee's appraisal they will receive a written letter summarising the discussions held in the appraisal and what next steps will be taken.

Level of Performance	Rating	Scoring
Overall performance is outstanding. Consistency carries out responsibilities in an exceptional manner. Performance is approaching the level of ideal employee.	Outstanding	5
Performance is very good and is above the standard most of the time. Periodically exceeds expectations.	Exceptional	4
Overall performance is satisfactory. Does good work most of the time and meets requirements of the job.	Meets Job Standards	3
Overall performance does not meet job requirements. Periodically, performance is inconsistent and unacceptable in some areas.	Marginal	2
Overall performance is unsatisfactory. Consistently performs at an unacceptable level in most areas of performance.	Unsatisfactory	1

Employee Name:**Job Title:****Line Manager:****Employment Start Date:****Self-Assessment**

Assessment		
<i>Please comment on your performance, in each of the following areas:</i>		
	Scoring	Comments
Punctuality and Attendance		
Productivity – high levels of outputs in a timely manner under normal and pressure conditions.		
Quality of Work – produces high quality error free work.		
Knowledge of the Job – familiarity with the profession and requirements of the role.		
Personal Development – uses initiative.		
Interpersonal Skills		
Attitude and Behaviour		

Accomplishments

What have you achieved since your last appraisal? What value have I added to my department, team, and the Council?

--

Personal Growth

What have I done since my last appraisal to prepare me for more responsibility? What new skill and training have I obtained? What type of work do I expect to be doing 5 years from now? How am I preparing myself for this?

--

Define obstacles you have encountered

Is there anything I do that my hinder my effectiveness? Does my present job make use of my capabilities? Do I need more experience or training in any aspect of my current role? Is there anything stopping me from being effective? How could my line manager help me do a better job?

--

Areas requiring attention and plans for improvement

Were there any goals or objectives I did not meet? How could I become more productive? How can more experience or training be accomplished? What changes can I make to improve my performance and / or prepare me for more responsibility?

--

Goals and Objectives

What goals and objectives are you interested in working towards between now and your next appraisal? How will you measure the progress of these goals and objectives?

--

Any other comments:

--

Appraisal Meeting

Assessment		
<i>Please comment on the employee's performance, in each of the following areas:</i>		
	Scoring	Comments
Punctuality and Attendance		
Productivity – high levels of outputs in a timely manner under normal and pressure conditions.		
Quality of Work – produces high quality error free work.		
Knowledge of the Job – familiarity with the profession and requirements of the role.		
Personal Development – uses initiative.		
Interpersonal Skills		
Attitude and Behaviour		

Accomplishments	
Personal Growth	

Obstacles	
Attention and Improvement	
Goals and Objectives	
Any other comments	

Agreed goals, objectives, and training etc.
Please outline all agreed items within the Appraisal Meeting.



Employee Signature:	
Employee Name:	
Date:	
Line Manager Signature:	
Line Manager Name:	
Date:	

HR / Line Manager Comments

Personal Development Plan (PDP)

Name:

Date:

Objectives <i>What do I want to be able to do or do better?</i>	Success Criteria <i>How will I recognise success? How will I review and measure my improvement?</i>	Actions <i>What methods will I use to achieve my objectives?</i>	Implementation <i>How will I practice and apply what I learn?</i>	Target Date <i>When would I like to achieve this by?</i>	Actual Date <i>When I actually achieved this?</i>