



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Personnel Committee held on Monday 28<sup>th</sup> April 2026 at 7.00pm in the Council Committee Room, York Road, Torpoint.

**PRESENT:** - Councillor Mrs. J M Martin (Town Mayor) (Chairman), Mrs. C E Goodman (Deputy Town Mayor), Councillors Mrs. S Bickle, G J Davis, M G Spurling and C R Still plus the Town Clerk & RFO (Clerk).

	<b>ACTION</b>
<p><b>45-25Pers Apologies for absence</b> None.</p>	
<p><b>46-25Pers Declarations of Interest relating to items on the Agenda</b> a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.</p>	
<p><b>47-25Pers Minutes of the previous meeting</b> It is <b>resolved</b> the minutes of the meeting held on Thursday 12<sup>th</sup> March 2026, as circulated, were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>48-25Pers Council Staffing</b> a) Council Staffing Report: - <u>To update on the recruitment of a Casual Caretaker.</u></p> <p>The Clerk explained the recruitment process and timeline had been followed according to the recruitment plan. Two applicants were interviewed, following interview and receipt of satisfactory references Robert Harding has been appointed to the position of part time Casual Caretaker. The Clerk explained, Robert is currently volunteering at the library and has a wealth of previous knowledge, his induction and training has started today.</p> <p><u>To consider: A review undertaken of the Job Description for the Operations Manager and spinal pay scale, with a proposal to update the Job Description and spinal point for the Operations Manager, back dated to 1<sup>st</sup> April 2026</u></p> <p>Members' reviewed considered the paper as previously circulated. Following in depth debate and discussion which included the 26/27 salaries budget, it is <b>recommended</b> to:</p> <ul style="list-style-type: none"> <li>i) Update the text within the Operations Manager Job Description to reflect the changes proposed in red as circulated in the paper, also add, 'To deputise in the absence of the Town Clerk'. [New Job Description is Appended to the minutes.]</li> <li>ii) To reflect the benchmarking data as provided, to update the spinal point scale for the Job Description for the post of Operations Manager from 18 - 23 to <b>23 – 32</b>.</li> <li>iii) To update, in due course, the Person Specification in line with the revised Job Description and spinal point scale.</li> <li>iv) To progress the current Operations Manager postholder (PG) from current spinal point 24 to spinal point 26.</li> <li>v) To back date all changes to take effect from 1<sup>st</sup> April 2026.</li> </ul>	<b>Council</b>



<p><b>49-25Pers To consider Policies referred to this Committee.</b> a) None.</p>	
<p><b>50-25Pers To consider the Council Risk Management.</b> a) Budget Variance – Personnel Committee responsibilities (March 2026 Budget Variance): - The Clerk explained the exact final outturn for salaries at the financial year end 2026 had not been included in the March 2026 Budget Variance, however, the Clerk already explained at the March 2026 Full Council meeting that the budget was overspent, by approximately £15,000, equivalent to 4% of the annual budgeted expenditure.</p>	
<p><b>51-25Pers Items referred to this committee.</b> a) None.</p>	
<p><b>52-25Pers Correspondence.</b> a) None.</p>	
<p><b>53-25Pers Climate and Environmental Action Plan.</b> a) Nothing further to update.</p>	
<p><b>54-25Pers Date of next meeting</b> a) June 2026, date to be confirmed.</p>	
<p><b>55-25Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.</b> None.</p>	
<p>Meeting closed at 7.32pm _____ Chairman</p>	



## TORPOINT TOWN COUNCIL JOB DESCRIPTION

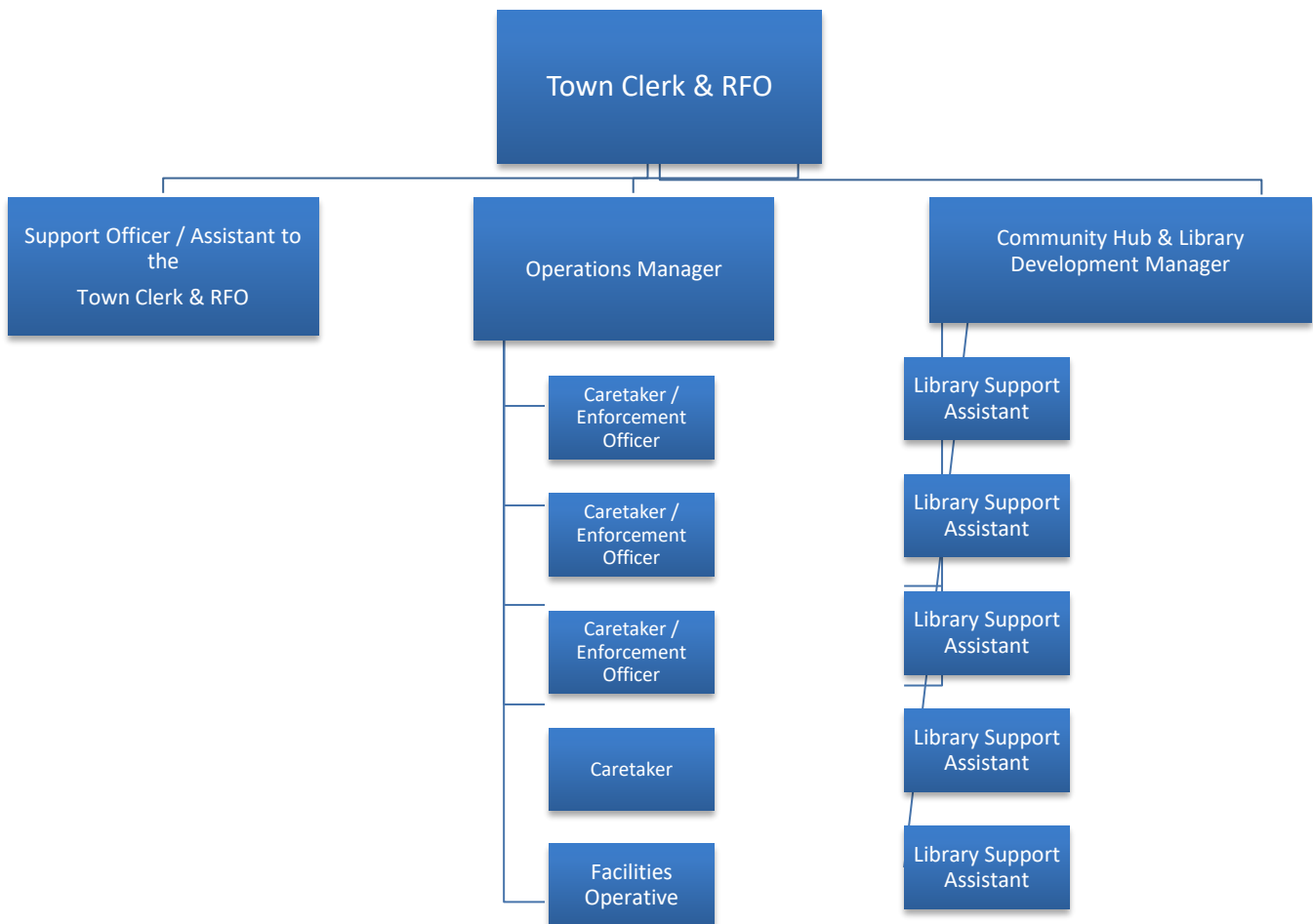
**POST:** - Operations Manager

**SALARY GRADE:** - NJC band (Spinal Point Range) 23 - 32

**HOURS:** - 37 hours per week

**REPORTS TO:** - Town Clerk & RFO (Responsible Financial Officer)

Town Council Organisation Chart April 2026



**PURPOSE OF POST:** - To act as the Council's designated Health and Safety Officer planning and managing the operational and devolved assets and facilities of the Town Council against a maintenance plan agreed with the Town Clerk & RFO. To lead a team of approximately six employees working flexibly across a range of operational services to deliver a high quality responsive service for the Council.

### Main Duties and Responsibilities

1. Site management of the Council complex and other properties.
2. Line Management, supervision and recruitment of Caretaking/Enforcement and Facilities Operations staff, this will include time management, sickness absence and leave approvals, appraisals and training. To approve overtime in accordance with the Town Council policy and procedures.



3. To act as the Council's designated Health and Safety Officer by supporting the Town Clerk & RFO with the implementation and compliance of the Council health and safety policy and procedures ensuring the health, safety and well-being of all who visit or work (including contractors) on or in facilities provided by the Council or operating services on behalf of the Council. To prepare and monitor risk assessments, where appropriate. To research and adhere to legislation regarding event security for all Town Council organised events and festivals.
4. To manage and undertake the Technical Co-ordinator/Representative for all contractors working on behalf of the Town Council, reviewing and agreeing contractor provided Risk Assessments and Method Statements.
5. To ensure parks, gardens, tennis courts, bus shelters and defibrillators that are the responsibility of the Council are maintained to a suitable standard to meet the needs of the community. To work closely with community groups, contractors and other agencies as and when required. To coordinate safe working of volunteers working for and on behalf of the Town Council.
6. To manage the cleaning and maintenance of public conveniences to a high standard and management and organisation of the maintenance of legionella testing and inspection records.
7. To liaise with the Town Clerk & RFO with regard to the annual maintenance of CCTV cameras to ensure their operation at all times (where possible) and respond to access requests for CCTV footage.
8. To ensure the Enforcement patrols (Environmental crimes) are carried out effectively in accordance with Council policy.
9. To maintain the Council's fixed and portable asset register and under direction of the Town Clerk & RFO report any issues or problems with Council assets, including the leased Town Council van, parks machinery and equipment.
10. To attend Council meetings as directed by the Town Clerk & RFO. To provide a monthly Operational Report and secretariat support for Committee meetings when required. To support the Town Clerk with reviewing Council Policies.
11. To research products, equipment and best prices. To issue purchase orders for consumables, durables and assets in accordance with Financial Regulations, using appropriate accounting software. To manage the purchase of Personal Protection Equipment and staff uniform within Financial Regulations.
12. To oversee monthly stock control of consumable items in compliance with Council Financial Regulations.
13. To safely manage road closures and co-ordinate marshals when required for Town Council related closures as directed by the Town Clerk & RFO.
14. To undertake appropriate training and acquisition of professional qualifications in pursuance of the Council's objectives and personal development.
15. The management of funding awarded and reporting under the direction of the Town Clerk.
16. To deputise in the absence of the Town Clerk.



17. Any other duties commensurate with the nature and scope of the post.

<b>SIGNED POST HOLDER</b>		DATE
<b>SIGNED FOR TORPOINT TC</b>		DATE