

Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Staffing Committee meeting held remotely on Thursday, 03rd December 2020 starting at 4.30 pm

Present: Cllrs Wiffen, Y Barker, McClintock, and Sullivan
A Szocs (Clerk)

The meeting commenced at 16.40 pm

1. Apologies for absence

None

2. Declarations of Interest

None

3. Minutes of the Previous meeting

The minutes of the previous meeting held on 01 October 2020 were approved as a true record.

Proposed: Cllr Wiffen	Seconded: Cllr Y Barker	In Favour: 4
Vote against: 0	Vote Abstain: 0	Motion carried

4. Job evaluation form and person specification

The committee reviewed and agreed to recommend approval of the job evaluation forms and the council employee's person specification form with the amendments listed below.

Recommended amendments to the RFO role:

- Paragraph one, last sentence, to update introduction saying 'The relevant Governance and Accountability for Local Councils guide.'
- Point 5 should read 'To ensure that any money received by the council is banked regularly, as soon as possible after receipt'

Recommended amendments to the Clerk:

- Item 14 'to update website and social media accounts'
- Item 15 'to liaise with local media'
- Item 16, add annual report to newsletter

Recommended amendments to the Assistant to the Clerk:

- Add 'supporting ongoing partnership work with the Playing Fields Association'

Recommended Amendments to the Parish Steward role:

- Add 'carry out weekly and quarterly play park inspections'
- Add 'play park maintenance'
- Add 'maintenance of the parish van, including visual inspection recorded in logbook'

- Add 'managing and overseeing Assistant Parish Steward, including conducting the annual appraisal.
- Add in first paragraph 'To promote the Parish Council in a positive light when in contact with the general public.
- Add 'any other ad hoc duties as requested by the Parish Council

Recommended amendments to the Assistant Parish Steward role:

- Add in first paragraph 'To promote the Parish Council in a positive light when in contact with the general public.
- Add 'any other ad hoc duties as requested by the Parish Council

Job evaluation form:

Recommended amendment to Parish Steward evaluation form:

- Add mower to training requirement on

Proposed: Cllr Wiffen	Seconded: Cllr Sullivan	In Favour: 4
Vote against: 0	Vote Abstain: 0	Motion carried

5. Training

The committee reviewed the Clerk's request to fund studying for the Community Governance Certificate Level 4. The committee agreed to recommend funding with the caveat that the Clerk will need to remain in position after completing the qualification. The committee has not specified the length of time the Clerk will need to remain in position. The committee also recommended that the Clerk investigates if they can start the qualification at Foundation Degree Level 5.

Proposed: Cllr Y Barker	Seconded: Cllr McClintock	In Favour: 4
Vote against: 0	Vote Abstain: 0	Motion carried

6. Youth Worker

The committee agreed that they are supporting the formation of a Youth Worker role. The committee also recommends approving the allocation of the proposed salary in the budget 2021-2022. In addition, the committee agreed that further investigation will be necessary to define the job role.

7. Date and venue of next meeting

The next meeting is to be held remotely date and time will be agreed at a later date.

The meeting closed at 18.55 pm

Signed by: _____

Date: _____

Apprenticeship

What you need know about the apprenticeship.

Information below received from Hadlow College.

We deliver the **Horticulture & Landscape Operative Level 2 Apprenticeship Standard**, which you can read all the details of the delivery and scope of the programme here: <https://www.instituteforapprenticeships.org/apprenticeship-standards/horticulture-and-landscape-operative/> or further down in the document.

Apprentices can select units to focus more on a Horticultural role, such as garden maintenance, or a role involving hard and soft landscaping .

Our next intake is **April 2021** and the programme will involve both classroom study and workplace observations, over the 24 months duration, so we can begin recruiting right away to secure a suitable employee for you.

The apprentice will work a minimum of 30 hours with you and included in their paid hours they would attend College for 1-day each week for their programme study (the day would be a **Wednesday** they would need to attend). The government require that the student must have a grade 4 in Maths and English, if they have a grade less then that they are expected to come into college and upskill to gain a grade 4.

Regarding costs for the apprenticeship if you have under 49 employees and the student is aged between 16-18 it is free for you, if the student is aged 19+ it is £250 for the two years, if you have over 49 employees it is £5000 for the two years.

In July 2020, the Government have announced the following grants for new apprentices enrolled between August 2020 and March 2021, which will be administered at points throughout the programme:

- **£3,000** for 16 -18 year olds
- **£2,000** for 19 - 24 year olds
- **£1,500** for 25 and older

If you would like to advertise for an apprentice please let me know and I can forward this email onto our recruitment team who can help you with advertising, screening and arranging interviews. If you already have an apprentice in mind I can support you with the sign up paperwork.

If we go down the vacancy route, our recruitment team will advertise your vacancy on the National Apprenticeship Service website for all potential applicants to view, whilst also contacting those who have contacted us recently for similar positions in the local area and ask them to apply on this vacancy advert too.

The student should be supervised at their work place to undertake the different tasks and have access to a wide range of different Horticultural operations such as hedge cutting, grass maintenance, general border maintenance and other Horticultural practices. From your email to our front of house team this looks like this is the case?

What you need to know about the qualification

Details of standard Occupational profile

Horticulture or landscape operatives can be employed to work in public parks and gardens, green spaces and historic gardens, private gardens and estates or in production nurseries and retail outlets. Many businesses will be specialised in their activities, such as grounds maintenance (soft-landscape) or landscape construction (hard-landscape). Soft-landscaping includes the establishment and maintenance of plants and cultivated areas. Hard-landscaping includes establishment of hard surfaces and structures in addition to the establishment of plants in cultivated areas.

The distinct nature of these two specialisms means very few businesses can offer the full breadth of skills and therefore two options are available for this occupation; horticulture and landscape construction. The employment area will dictate the option pursued. The horticulture option focuses on plant propagation and plant growth. The landscape construction option focuses on the installation of features and structures; application of landscape materials as well as supporting site management.

Work is generally based outside and undertaken throughout the year, so apprentices will frequently work outside in all weathers. Often people new to the industry will start in a 'hands-on' role covering a range of practical tasks, with specialist skills being learnt through progression. A wide range of machinery and tools are used and additional training may be required depending on the nature of the works undertaken.

Working and learning in the horticulture and landscape industries is rewarding, offers a diverse range of employment opportunities and includes a range of skills that are transferrable into many other industries.

Required skills, knowledge and behaviours to complete this apprenticeship

Core knowledge - have an understanding of:

Industry understanding; the importance and benefits of green-space and the types of horticultural skills appropriate to different businesses and cultural sites.

Business; business policies, vision and values. Workers' contribution to earning profit and awareness of commercial pressure. Understanding of how project management informs a team to achieve objectives.

Communication; the importance of clear communication. Knowledge of different forms of communication aids and their use. The value of effective and timely communication in customer care.

Health and safety; health and safety regulation, legislation, policy and procedure and the responsibility of workers. Knowledge of hazards and working to strict health, safety, quality and environmental (HSQE) processes particularly appropriate to horticultural sites.

Environmental; waste and waste reduction and recycling and environmental best practice. Prevention and control of local pollution incidents.

Plant growth and development; plant nutrition and plant requirements. The principles of germination, photosynthesis, respiration and transpiration (the science of plant growth). How to care for plants correctly in different environments. The relationship between environmental conditions and plant growth.

Tools, equipment and machinery; correct tools, equipment and machinery required for the job and the importance of maintenance and regular checks of these items to ensure they remain in good working order. Legal requirement of training by a competent person and familiarity with operator training and certification requirements.

Vegetation control; how to control vegetation and methods of site clearance and removal of vegetation

Biosecurity; biosecurity and phytosanitary measures for pests and diseases and how these apply to work sites. Awareness of invasive alien species that may impact work methods.

Plant identification; plant identification by scientific names including genus, species and cultivar. Know why and how plants are identified.

Soil science; why, when and how to cultivate soils for differing purposes. Different growing media and mulches. How to modify soils for plant growth and understand the reasons for cultivation and drainage.

Plant health; basic pest and disease identification and symptoms and control methods.

Core skills - able to:

Communication; communicate with others, including clients, the public and colleagues, this may require basic IT systems use.

Team working; work alone and as part of a team effectively and recognise how all staff are dependent on each other to meet business objectives.

Health and safety; apply relevant health and safety processes and procedures. Implement specific industry information on hazards relevant to horticultural environments. Follow safe systems of work and safety information provided by employer. Implement environmental protection policies and procedures.

Environmental; prevent and control local pollution incidents e.g. use of spill kits.

Planting, plant growth and development; care for plants correctly in different environments, including basic irrigation methods, planting methods and identifying plant deficiencies. Install various soft-landscape materials e.g. shrubs, trees, herbaceous, bedding, grass areas and seed. This will include site preparation, planting, sowing, turfing, preparation of seed beds and mulching.

Soil cultivation; cultivate and improve soils by mechanical methods and by hand, making and amelioration of growing media and soils.

Tools, equipment and machinery; safely use tools e.g. spades, rakes, shovels; equipment e.g. tape measure and spirit level and machinery e.g. pedestrian controlled mowers, hand held strimmer, hedgecutter.

Vegetation control; follow processes and methods of site clearance, using tools and machinery for pruning and vegetation control, including basic turf management. Follow weed control methods.

Maintain hard structures; maintain structures relevant to the business activities.

Site presentation; work to a specified finish.

For the landscape construction role, additional knowledge and skills required:

Knowledge – have an understanding of;

- Methods used to measure and set out a site g. use of tape measures and measuring wheels, defining features by using string lines or aerosol markers, the principles in defining site levels using manual or electrical equipment.
- Marking out hazards such as Interpretation of construction drawings and specifications e.g. quantities, measurements and positioning. The safe use of abrasive wheels for cutting hard landscape materials during construction.
- Water feature construction methods g. linings, pumps, water courses.

Skills – be able to;

- Install various hard-landscape construction features and structures g. paths, patios, fences and walls. This will include basic brick laying, paving, timber decking, setting levels, services identification.
- Free hand cutting and bench cutting of hard landscape materials during construction using abrasive wheels.
- Assess and repair hard structures; evaluate hazards and damage and if appropriate carry out repair or report. Examples include broken drainage, rotten timber, cracked paving stone, frost damage brick work.

For the horticulture role additional knowledge and skills required:

Knowledge – have an understanding of;

- The range and application of different growing media for plant production and propagation. The principles and methods of watering techniques including irrigation systems and hand watering.
- Ornamental turf management through basic maintenance; including mowing, aeration, scarification, and top How to monitor for issues including damage, water issues, pests and diseases
- Ornamental aquatic environments including organic matter control both inside and around the feature and monitoring for any maintenance or safety issues.

Skills – able to;

- Undertake correct pruning techniques for a range of plants.
- Cultivate and maintain soft-landscape elements g. shrubs, trees, herbaceous, bedding, grass areas and seed. Assist the establishment of an area of turf through laying, irrigation, maintenance, and allowing appropriate establishment time before use.
- Undertake basic propagation skills including division, cuttings, seed sowing and seed collection.
- Work without causing damage to features present such as irrigation, turf and aquatic environments.

Core behaviours

Health and safety; have a safety-led mind-set for self, colleagues and the public.

Customer care; show dignity, respect and empathy when dealing with others, including clients, the public and colleagues.

Learn: learn behaviours, skills and knowledge effectively from craftspeople and managers.

Attitude; have a positive and motivated attitude towards work, including having pride in one's work.

Decision making; adopt a pragmatic timely approach by identifying appropriate solutions to practical problems.

Typical job titles:

Typical job titles: Horticulturalist and Landscape gardener

Apprenticeship duration

The typical duration for this apprenticeship is 24 months.

Core qualifications

The following qualifications will be required prior to taking the end point assessment.

Emergency first aid: Level 3 award in emergency first aid at work.

Pesticides: Level 2 Principles of Safe Handling and Application of Pesticides Guidance OR Level 2 Award in the Safe Use of Pesticides

English and maths: Apprentices without level 2 English and maths must achieve level 1 and take the test for level 2 before taking the end-point assessment.

To comply with legislation and industry standards, individuals who wish to work in some sectors of the industry may have to complete additional certificates of training, statutory licences and health and safety approved competency cards in order to be permitted on to a worksite

All First Aid at Work qualifications taken as a part of this apprenticeship must be regulated by Ofqual. However it came to light that this was unclear and some apprentices have undertaken non Ofqual regulated Emergency First Aid at Work qualifications which comply with Health and Safety (First Aid) Regulations 1998. In order that apprentices are not disadvantaged who hold these qualifications, the employers have agreed that they can enter end-point assessment (providing all other requirements have been met) up until Tuesday 30th June 2020. As from Wednesday 1st July 2020, all apprentices entering EPA, must have completed an Ofqual regulated, Level 3 Emergency First Aid at Work (EFAW) one day course.

Apprenticeship level

This apprenticeship standard is at level 2.

Review date

3 years from Implementation