

Goring-on-Thames Parish Council

Staffing Committee Report – Grounds and Facilities Manager: Business Case and Proposal

Purpose of Report

To seek Council approval to create a part-time post of Grounds and Facilities Manager to manage the Council's open spaces, buildings, and related assets; to approve the accompanying Job Description; and to authorise the Staffing Committee to undertake the recruitment and appointment process. This is new post to replace the existing Facilities Assistant post

1. Background

Goring-on-Thames Parish Council owns and manages a significant number of public assets, including:

- Two recreation grounds and pavilions (Gardiner and Sheepcot)
- Two children's playgrounds — one newly refurbished/re-built at Bourdillon Field, and one currently being redeveloped at Gardiner Recreation Ground
- White Hill Burial Ground, comprising both the traditional burial area and the new Natural Burial Ground currently under development
- The Rectory Garden (central village open space)
- The Jubilee Garden
- A riverside open area
- Over 210 parish-owned streetlamps, requiring regular inspection, electrical safety compliance, and contractor coordination
- Numerous grassed and landscaped areas, benches, fences, and other community assets

The Council also currently employs a part-time Litter Picker working under the direction of the new Facilities Manager.

These facilities are heavily used by residents, clubs, and visitors, and require regular inspection, maintenance, and compliance oversight. At present, these functions are shared between the Clerk's office, contractors, and volunteers. This arrangement is increasingly inefficient and poses risks in terms of health and safety compliance, asset preservation, and continuity.

2. Identified Challenges

- Fragmented management: No single post currently holds responsibility for coordinating maintenance and compliance across all assets.
- Increasing statutory obligations: Health & Safety at Work Act, Playground Safety standards, Fire and Legionella regulations, and insurance requirements now demand consistent record-keeping and inspection schedules.
- Reactive maintenance: Without dedicated oversight, work is often carried out in response to

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faults rather than planned maintenance.

- Workload pressure: The expanding operational burden on the Clerk and volunteer councillors reduces time available for statutory and strategic duties.

3. Proposal

To establish a part-time Grounds and Facilities Manager post, working approximately 75–85 hours per month (17–20 hours per week), reporting to the Clerk and supporting the PAWG and other Committees as appropriate.

Key responsibilities include:

- Coordinating and carrying out inspections, maintenance, and record-keeping for Council facilities and open spaces.
- Managing contractor performance and ensuring compliance with Council standards and Financial Regulations.
- Maintaining maintenance logs, risk assessments, and statutory compliance documentation.
- Advising the Clerk and relevant committees on repairs, improvements, and budget forecasts.
- Liaising with sports clubs, burial ground users, and volunteers.

The Job Description is attached for Council approval.

4. Financial Implications

Indicative grade: NJC LC2, SCP 14–25 (currently £29,540–£36,363FTE, approximately £15.31–£18.85 per hour pro rata). The exact pay point to be determined on appointment, depending on experience and qualifications.

This reflects the level of responsibility involved — including supervision of staff, management of contractors, and accountability for health and safety compliance and statutory record-keeping. The post can be accommodated within the 2025/26 staffing budget with a modest reallocation of existing resources.

Estimate costs are as follows:

Staff Costs budgeted 2025-6	-£90,420
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Staff Costs spent 2025-6 (6 months)	-£31,759 (36% of total staffing budget)
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	SCP Point	Hourly	Salary Per Annum	Actual Pay/Yr	NI/ Pension	Total Cost/Yr	Extra needed above current role budget for 4 months (Dec 25-Mar 26)*
Current-Actual	11 18/m .11FT	£14.59	28142	3166	0	3166	
Current-Budget	11 35/m .22FT	£14.59	28142	6191	1522	<u>7713</u>	
	11 80/m .5FT	£14.59	28142	14071	4414	18485	3555
	14	£15.31	29540	14770	4671	19441	3870
	15	£15.56	30024	15012	4759	19771	3979
	16	£15.82	30518	15259	4850	20109	4091
	17	£16.08	31022	15511	4943	20454	4204
	18	£16.35	31537	15769	5037	20806	4321
	19	£16.62	32061	16031	5133	21164	4439
	20	£16.90	32597	16299	5232	21530	4560
	21	£17.18	33143	16572	5332	21903	4683
	22	£17.47	33699	16850	5434	22283	4808
	23	£17.85	34434	17217	5569	22786	4974
	24	£18.35	35412	17706	5748	23454	5195
	25	£18.85	36363	18182	5923	24104	5409

*(Total cost/yr minus Current budget/yr-e.g.7713) divided by 3 for Dec 25-Mar 26 (⅓ of year)

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Potential savings and offsets include:

- Reduced reliance on external contractors for routine maintenance.
- Reduced reactive repair costs through early intervention.
- Improved oversight of procurement and service contracts.
- Demonstrable compliance, supporting insurance and audit assurance.

5A. Implications of Not Creating the Post

Failure to establish this post would leave the Council exposed to several operational and financial risks:

- Compliance risk: Statutory duties for inspection, health and safety, fire, and legionella would continue to rely on ad-hoc arrangements, increasing the likelihood of gaps in documentation or enforcement action.
- Reputational risk: The standard of maintenance in public spaces could decline, leading to resident dissatisfaction and potential liability claims if equipment or sites become unsafe.
- Financial inefficiency: Without central coordination, reactive repairs, duplicated contractor call-outs, and unplanned maintenance typically cost more than structured preventative management.
- Capacity strain: The Clerk's office and volunteers would continue to absorb operational duties, limiting time available for governance, projects, and grant work.
- Asset depreciation: Newly refurbished facilities, including the Bourdillon and Gardiner play areas and the developing Natural Burial Ground, could deteriorate faster without consistent monitoring and care.

Creating the Grounds and Facilities Manager role is therefore a proactive investment to safeguard public assets, ensure legal compliance, and maintain service standards while avoiding higher long-term costs.

6. Benefits

- Single accountable point for management and maintenance of Council assets.
- Consistent inspection, reporting, and risk management.
- Reduced pressure on the Clerk and volunteers.
- Increased visibility and responsiveness to public use of facilities.
- Improved sustainability and long-term asset protection.

7. Recruitment and Governance

If approved, recruitment will be carried out by the Staffing Committee, following Council procedures and employment law requirements. The Committee will:

- Finalise the advertisement and application materials.
- Shortlist candidates using the approved Person Specification.
- Conduct interviews and make a recommendation for appointment to Full Council.

8. Recommendation

That Council:

1. Approve the creation of a part-time post of Grounds and Facilities Manager (75-85 hours per month equivalent to approx. 2.5 days per week).
2. Approve the Job Description as presented.
3. Authorise the Staffing Committee to commence recruitment and manage the selection process.
4. Confirm the post can be funded from the existing 2025/26 staffing budget ending in March with a modest reallocation of existing resources.

Goring-on-Thames Parish Council

Person Specification – Grounds and Facilities Manager

The successful candidate will demonstrate the skills, knowledge, and personal qualities necessary to manage and maintain Goring-on-Thames Parish Council's buildings, open spaces, and facilities to a consistently high standard. They will be a reliable, hands-on individual who can work both independently and collaboratively, ensuring that the Council's assets are safe, well-maintained, and welcoming for community use. Flexibility, attention to detail, and a methodical approach to record-keeping are essential, as is a genuine commitment to public service and the local environment.

Category	Essential Criteria	Desirable Criteria
Qualifications / Training	• Full, clean driving licence. • Evidence of training or experience in grounds, building, or facilities maintenance. • Basic Health & Safety awareness and willingness to undertake further training.	• Relevant qualification or certification in building, facilities, or grounds management (e.g. IOSH, City & Guilds, or equivalent). • Training in playground inspection, manual handling, first aid, or machinery use.
Experience	• Hands-on experience maintaining grounds, buildings, or similar facilities. • Experience working with contractors, tradespeople, or suppliers. • Record-keeping for inspections or maintenance logs.	• Experience working within a parish, town, or local authority environment. • Supervising staff or volunteers. • Experience with compliance inspections (fire, legionella, play equipment, etc.).
Knowledge	• Understanding of routine maintenance needs for open spaces, buildings, and play areas. • Awareness of safe working practices and risk assessment principles. • Basic understanding of environmental and sustainability good practice.	• Familiarity with local government responsibilities and public open-space management. • Knowledge of the Goring-on-Thames area and its community facilities.
Skills and Abilities	• Practical maintenance and problem-solving skills. • Ability to plan and prioritise workloads and manage time effectively.	• Basic budgeting or cost-monitoring awareness. • Ability to prepare simple reports or updates for Council meetings.

	• Good interpersonal skills and ability to communicate clearly with staff, councillors, contractors, and the public. • Competent IT user (MS Office, email, digital forms). • Able to maintain accurate records and logs.	• Confidence to identify and recommend improvements.
Personal Qualities	• Reliable, responsible, and self-motivated. • Methodical and safety-conscious approach to work. • Flexible and willing to respond to occasional out-of-hours issues. • Respectful and professional when dealing with the public. • Committed to teamwork and continuous improvement.	• A community-minded approach and pride in maintaining high standards in public spaces. • Interest in sustainability and biodiversity initiatives.

Job Title:	Goring-on-Thames Parish Council Grounds and Facilities Manager
Job Purpose:	To manage the grounds and facilities throughout the Parish of Goring-on-Thames
Responsible to:	Day-to-Day Supervisor and Line Manager: Clerk to the Goring-On-Thames Parish Council
Hours	The hours of work will be 75-85 hours/month (16.3-18.6 hours/week) , worked flexibly with weekly hours agreed in advance to accommodate the needs of the service
Pay	SCP 14-25 within the substantive benchmark range in scale LC1 as set out by the National Joint Council for Local Government Services (NJC) as updated and reported by the NALC each year. (£29,540-£36,363 PA Pro Rata, £15.31-£18.85 PH). The exact pay point to be determined on appointment, depending on experience and qualifications.

Principal Duties and Responsibilities:

General

1. To take the lead on carrying out maintenance functions for Grounds and Facilities throughout the Parish and coordinate with appropriate groups and committees.
2. To supervise and support all other grounds maintenance workers.
3. To make recommendations for and to monitor compliance with the Council's programme of repair and maintenance of its facilities and to assist in obtaining goods and services in furtherance of that objective.
4. To regularly meet on a weekly basis with the Clerk to exchange information.
5. To monitor and ensure that all agreed maintenance work is carried out in accordance with the programme agreed with the Clerk including risk assessments and maintain records.
6. To monitor performance of any Council contractor carrying out works on or to the Council's facilities and take action if necessary to maintain standards.

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7. To obtain formal quotations for approved minor work as required by the Council within their Financial Regulations.
8. To deal with/attend out of office hours calls outs from hirers of facilities or lock the recreation spaces in exceptional circumstances, responsibility on rota with the Clerking team.
9. To complete any other related or emergency duties as directed by the Parish Clerk in line with the responsibility of all employees to provide a service to the public.
10. To monitor and maintain cleaning materials inventory and either restock as appropriate or pass restocking requests to the Clerk by arrangement.
11. To be proficient in basic MS Office applications and email.

Buildings

12. To monitor the internal and external condition of all the Council's Buildings, report any damage and take action in conjunction with the Clerk to ensure that the day to day maintenance, appearance and safety are to the agreed standard and evidence this in a maintenance log.
13. To open, close and where applicable attend the Gardiner Recreation Ground & Pavilion; Sheepcot Recreation Ground & Pavilion; Bourdillon Field & White Hill Burial Ground in accordance with pre-arranged inspections and contractor appointments/work as and when required.
14. To carry out and record routine testing of applicable building alarm systems (fire and security) and emergency lighting systems.
15. To carry out and record Planned Preventative Maintenance (PPM) testing of the Gardiner Pavilion and Sheepcot Pavilion to include but not limited to weekly flushing when the buildings are not used, monthly temperature checks and quarterly shower descaling.
16. As required, to set/adjust heating and lighting timer controls/systems to reflect seasonal and individual usage requirements.
17. To take and record on a monthly basis, meter readings for electricity, gas and water supplies in the Gardiner Pavilion; Sheepcot Pavilion & White Hill Burial Ground.

Village Maintenance

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18. Collaborate on producing, updating and communicating to Goring-on-Thames Parish Council and all other relevant bodies a suitable work plan for improving the local environment.
19. Participate in regular meetings to share information with the Places and Assets Working Group and on request from the Clerk collaborate on community volunteer activities organised through PAWG
20. To lead on keeping the village clear and tidy as needed, through personal intervention as required
21. To supervise the Litter Picker, ensuring that they are clear about expected standards of performance. To effectively monitor performance and implement strategies for improvement where necessary.
22. To monitor the condition of the Council's assets such as benches, fences, notice boards and other equipment belonging to and used by the Council (and residents).
23. To conduct Grounds maintenance in other areas of the parish as required, such as the verges, along council-owned paths and pieces of land, etc,
 - a. General maintenance of pathways, including trimming of edges, lopping overhanging branches, clearance of litter.
 - b. Report defects in all roads, pathways and lighting to the Clerk.

Playgrounds and Burial Ground

24. To carry out weekly visual inspections and monthly recorded safety inspections and to co-ordinate the annual independent inspections of the Council's play equipment areas. Training will be provided for this.
25. To work alongside the Burial Grounds clerk and to meet with Grave Diggers and Memorial Masons as required to ensure burials/interments/erection of memorials meet required health and safety standards and coincide with the Burial Ground Plan.
26. To upkeep of Whitehills Burial Ground and Council play areas involving grass cutting, edge & bank trimming, clearance of leaves & litter.

Other duties:

27. To undertake any training deemed necessary by line manager which will include achieving Fix My Streets superuser status.
28. To undertake additional duties as required, commensurate with the level of responsibility of the post.

All necessary PPE, tools and equipment will be supplied by the Council .

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You must possess a full driving licence and inform your line manager if you subsequently become disqualified from driving.

There will be occasions when the post holder will be required to undertake tasks in relation to this job description outside the normal working hours. These hours will be recompensed by means of time off in lieu.

This job description outlines the main duties and responsibilities of the position of Grounds and Facilities Manager on the date written. It is prepared for the benefit of both the post holder and the Council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities deemed necessary by the Council, the Line Manager or the Supervisor in response to the changing needs of the village.