

Pwyllgor Rheolaeth a Sefydlu / Management and Establishment Committee.

Agenda. 17.06.2025.

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|-----------|--|---|
| 1. | Ethol Cadeirydd y Pwyllgor
Penodi Cadeirydd ar gyfer y flwyddyn nesaf. | Election of the Chair of the Committee.
To appoint a Chair for the ensuing year. |
| 2. | Ymddiheuriadau am absenoldeb
I dderbyn, ystyried a derbyn
ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for
absence. |
| 3. | Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant
ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in
items on the agenda. |
| 4. | Ethol Is-Gadeirydd Pwyllgor.
I benodi Is-Gadeirydd am y
flwyddyn i ddod. | Election of Committee Vice Chair.
To appoint a Deputy Chair for the ensuing year. |
| 5. | Cofnodion.
I awdurdodi'r Cadeirydd i arwyddo
cofnodion y Pwllgor Adnoddau
Dynol a gynhaliwyd ar 06.02.2025
fel cofnod cywir. | Minutes.
To authorise the Chair to sign the minutes of the
Human Resources Committee held on the
06.02.2025.as a correct record. |
| 7. | Adroddiadau.
I dderbyn adroddiadau ac ystyried yr
argymhellion ynddo. Mae adroddiadau yn
ddogfennau gwaith ac felly nid ydynt wedi'u
cyfieithu. | Reports.
To receive reports and considered the
recommendations therein. Reports are working
documents and are therefore not translated. |
| a) | Gofalwr Cyngor y Dref. | Town Council Caretaker. |
| b) | Gwefan Cyngor y Dref. | Town Council Website. |

REPORT AUTHORS: Town Clerk.
SUBJECT: Town Council Caretaker
REPORT FOR: Decision.

1. Summary.

1.1 To consider direct employment of a Town Council Caretaker.

2. Background.

2.1 The Asset Management Committee, whilst considering the current arrangements for service contracts in the Town Hall and Council Offices, asked for a report to examine direct employment of a part-time or full-time Town Council Caretaker to undertake some or all of these duties.

2.2 Under these circumstances the current contract would continue on a monthly basis with our existing contractor until a decision is made by the Management and Establishment committee, who have delegated authority to recruit and select staff, with the exception of the post of Town Clerk/RFO.

2.7 On first examination the cleaning and maintenance of the building by a caretaker appears to have a number of benefits which include: -

- Cost efficiency: Replacing the current cleaning contracts may offset costs
- Improved responsiveness: On-site presence allows for quick attention to issues and proactive maintenance.
- Better standards and accountability: A directly employed staff member can be better managed, trained, and held accountable to Council standards.
- Increased support for staff and events: A Caretaker can assist with room preparation, deliveries, and general logistics.
- Enhanced building condition: Regular, light-touch maintenance reduces the need for more costly repairs in the long term.

2.8 However, with specific regard to the cleaning of the premises, employing in-house staff instead of contract cleaners presents several challenges. These issues have been encountered in the past and were a key factor in the Council's decision to outsource the service. Contract cleaning services offer distinct advantages, particularly in terms of cost-efficiency, operational flexibility, and streamlined management especially in critical areas such as: -

- No equipment purchase: Cleaning companies provide their own tools, machinery, and cleaning products.
- Trained staff: Contract cleaning companies specialize in hygiene and maintenance, ensuring staff are trained in the latest cleaning techniques, safety protocols, and regulations (e.g., COSHH, infection control).
- Flexibility and Scalability adjustable staffing: Cleaning schedules and staff numbers can be scaled up or down based on events, seasons, or facility use without the need for rehiring or layoffs.
- Emergency cover: Contractors can provide temporary replacements quickly in case of absences or increased need.

2.9 The ability to guarantee reliable emergency cover was a decisive factor in the Town Council's earlier decision to outsource cleaning services. Persistent and growing pressure from service users to maintain high standards of cleanliness made it essential to adopt a solution that could consistently meet demand without disruption, a need that remains as urgent today as ever. Therefore the Asset Management Committee strongly recommended that the proposed role be supported by the continued use of a dedicated cleaning contractor. This combined approach would allow the new position to consolidate multiple existing contracts into a single, streamlined staff role delivering increased flexibility, improved efficiency, and a more consistent, responsive standard of building care.

2.10 The role would be directly responsible for:

- Providing emergency cleaning support at the Town Hall and Council Offices, complementing the work of contract cleaners.
- Window cleaning.
- Conducting light maintenance tasks, including minor repairs, and painting.
- Overseeing the general upkeep of both the interior and exterior of the building, including routine checks for damage or deterioration.
- Assisting with the setup and breakdown of rooms for meetings and events.
- In future years, maintaining the regular care and watering of planters.

4. Wider Considerations

4.1 In considering this new position the Management and Establishment Committee will also have to take into account other external pressures that the Town Council may face. In particular, the cost of the new post and other pressures on the Town Council's budget such as the current debate over the closure of public toilets on Market Street which may necessitate alternative provisions being considered by the Town Council, or alternative methods of delivering this service in support of the County Council operations.

4.2 In this context whilst the appointment is needed it would be expedient to create a role that could be expanded in the future. Therefore, the Town Council needs to consider any increase in this establishment carefully as any material changes to job roles would necessitate renegotiating contracts. This has been reflected in the job description which is appended.

3. Financial Implications.

3.1 A cost comparison between the employment of a new member of staff and the current contracted services provision has been undertaken. From the analysis if the Asset Management Committee strongly recommended that the proposed role would be a 14-hour working week contract remunerated at the fixed point SCP 2 of £12.26 per hour. This would result in an annual cost to the town Council as detailed in the table below, based on the maximum payable should the person employed be required to pay national insurance and opt to be enrolled in the workplace pension scheme offered by the Town Council

Annual salary	Employer NI	Employer pension	Total costs
£8,925	£589	£806	£10,320

- 3.2 Clearly, there is no budget provision for these staff costs in the current financial year and given the potential length of time with recruitment process provision will need to be made to cover at least seven months' salary and oncost which equates to £6,020. This sum would have to be covered from reserves in the current financial year and then the full costs of the post assimilated in to the budget for future years.

5. Filling the vacancy.

- 5.1 The Human Resources Committee under delegated powers must approve any vacancy prior to it being advertised in accordance with Town Council's recruitment and selection procedure. Once the job description and the person specification are complete and approved (appended) the recruitment process needs to be planned.
- 5.2 As the post is not one to the Council's Leadership Team, i.e. management or supervisory roles the recruitment and selection procedure stipulates that the recruitment panel can comprise the line manager and another manager which in this instance will be the Deputy Town Clerk and Town Clerk respectively.

6. Recommendation

- 6.1 That the Committee: -
- a) agrees the recommendations of the Asset Management Committee to create a new post of Town Council Caretaker post on a 14-hour working week contract remunerated at the fixed-point SCP 2
 - b) approves the job description and person specification.
 - c) seeks the approval of Town Council to cover the initial cost of this new post in the 2025.26 financial year via a virement of £6,020 from general reserves and
 - d) that once the funding for the post is approved the process of recruitment selection starts immediately in accordance with the Town Council's recruitment and selection procedure by the Deputy Town Clerk and Town Clerk

7. Reason for Recommendation.

- 7.1 To ensure ongoing governance of key assets,

Cyngor Dref Llangollen Town Council.

Job Description

Town Council Caretaker.

14hrs per week, SCP 2, £12.26 per hour (pay award pending)

Overall Responsibilities.

To support the Deputy Town Clerk to ensure the smooth running of the Town Council's properties and facilities to required standards of cleanliness, presentation, and maintenance.

Specific Responsibilities.

1. To liaise with the Deputy Town Clerk to be familiar with weekly bookings and operational tasks.
2. Be a key holder and respond to emergencies and equipment failures outside scheduled working hours.
3. Opening and locking up the Town Hall at required times and setting rooms to suit the requirements of hirers.
4. Undertaking identified repairs and maintenance Identify and suggest repairs and improvements.
5. To work with the contract cleaning firm to ensure the Town Hall is kept in a clean and well-presented state. Occasionally spot cleaning as required.
6. Setting up and taking down tables and chairs as per the diary's requirements.
7. Setting up and breaking down the stage in the main hall.
8. Set up sound, light and AV equipment if required.
9. Monitoring the heating, lighting, and ventilation to ensure the comfort of hirers and Town Council staff, whilst optimising energy efficiency.
10. Make monthly and seasonal adjustments to the Town Hall clock.
11. Cleaning and maintenance of other Town Council facilities, including weeding, litter picking, minor repairs, etc.
12. Assist the Deputy Town Clerk in carrying out various tests and inspections of facilities, services, and equipment.
13. Assisting with town events, including events on Council owned sites; and events organised or supported by the Council.
14. Being aware of and working to COSHH.
15. To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices is maintained
16. To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.
17. To attend courses as required by the Town Council.

- 18.** To carry out other duties or tasks as requested by the Deputy Town Clerk, commensurate with the post.

Person Specification	Essential	Preferred
1. Education / Qualifications	<ul style="list-style-type: none">• Level 2 qualifications in Maths and English or equivalent.• Awareness and compliance with health and safety procedures• Willingness to obtain, or enhance qualifications, and training and development in the post	<ul style="list-style-type: none">• A recognised Health & safety certificate.• Knowledge of Risk Assessments.• Understanding/knowledge of cleaning equipment and COSHH
2. Work Experience	<ul style="list-style-type: none">• Previous relevant experience of carrying out small repairs, decorating and maintenance• Previous relevant experience of cleaning services.	<ul style="list-style-type: none">• At least 2 years' experience
3. General Skills / Knowledge and Aptitude	<ul style="list-style-type: none">• Ability to monitor the cleaning in and around the centre and spot cleaning tasks.• Physical fitness with the ability to undertake manual handling and lifting and set up and clear away furniture and equipment.• Understanding of policies and procedures relating to areas such as Diversity and Equal Opportunities, Fire safety, Health and Safeguarding Children and Vulnerable Adults.• Experience of lone working.	
4. Management Skills	<ul style="list-style-type: none">• Ability to manage property and grounds maintenance.• Project management• Ability to organise and manage self and meet targets and deadlines.	

5. Communication Skills	<ul style="list-style-type: none"> • Ability to communicate in a clear confident manner. • Ability to accurately follow verbal and written instructions and guidance. • Ability to communicate appropriately with people at all levels face to face and 	<ul style="list-style-type: none"> • Ability to operate within a political environment but act impartially and use open and fair processes
6. Motivation	<ul style="list-style-type: none"> • Ability to take responsibility for premises. • Ability to maintain good relationships with Councillors, colleagues, contractors and the public • Self-reliant and self-motivated • Ability to work evenings and other antisocial hours. 	<ul style="list-style-type: none"> • Ability to grow with the role and undertake training
7. Strategic Thinking	<ul style="list-style-type: none"> • Ability to maintain good relationships with Councillors, colleagues, contractors and the public. 	<ul style="list-style-type: none"> • Ability to consider the long-term consequences of Council decisions.
8. Personal Qualities	<ul style="list-style-type: none"> • Ability to use your own initiative and act proactively. • Ability to be focused and take a wider view. • Ability to have a calming influence in volatile situations but galvanize action when things are not happening 	
9. Other	<ul style="list-style-type: none"> • Driving license, access to a vehicle and ability to travel to different venues. 	

REPORT AUTHORS: Town Clerk.
SUBJECT: Town Council Website
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the production of a new Town Council website.

2. Background.

- 2.1 The current website was developed by a volunteer and has been functional for over 20 years, but it is now beginning to reflected its age and is proving problematic to operate.
- 2.2 A website has become such a key means of communication with people who want to interact with the Council. They expect to be able to find out about our services and activities at the click of a button, An up-to-date website is essential and aside from being a relatively low-cost communication tool, the website is available to the community at any time of day or night
- 2.3 The Local Government (Democracy) (Wales) Act 2013, requires Community Councils to have websites and to publish on them: -
- a) public notices of forthcoming Council meetings notices
 - b) agendas and minutes of its meetings
 - c) postal address and e-mail address.
 - d) a list of the council's members, each member's name, information about how they may be contacted, party affiliation (if any) and any office held or committee they belong to within the Council.
 - e) annual audited accounts
- 2.4 If the Council has a Welsh Language Scheme and its practice under the Welsh Language Scheme is to produce material bilingually, then that applies the same to material that is produced electronically. The Act's provisions should be viewed as outlining the minimum requirements. Many, as does the Town Council place far more information than this on their webpages and are encouraged to do so.

3. Website.

- 3.1 It is felt that the current site has come to the end of its useful life and therefore a new website is required to ensure compliance. A site with the following requirements should be constructed:
- Full compliance with WCAG 2.2 AA accessibility standards.
 - Full bilingual functionality (Welsh and English) with equal prominence and seamless language switching.
 - A secure, GDPR-compliant content management system (CMS).
 - Responsive design optimised for all devices.
 - User-friendly backend for council staff to upload content.
 - Hosting and ongoing support options (to be quoted separately).
 - Initial content upload and testing prior to launch.

3.2 The website will also include, but would not be limited to, the following features and content pages:

1. Accessibility Statement
2. Contact Page
3. Notices — prominently displayed on the Front Page
4. The Town Council Page
5. Meetings Page — including agendas, minutes, and calendar.
6. Councillors and Staff Page — profiles and contact information.
7. Policies and Regulations Page — including statutory and governance documents.
8. Accounts Page — financial documents and reports
9. Assets Page with subsections on:
 - a) Town Hall
 - b) Centenary Square
 - c) Pen y Bryn Cemetery
 - d) Chain Bridge
10. Cittaslow Llangollen Page — detailing initiatives and links
11. Members Page — password protected section for Councillors.
12. Downloads and Links Page
13. News & Blog Page — for regular updates

3.3 The final make up and content of the website would depend on what is suggested by the successful company and any quotations should include:

- A proposed timeline for delivery.
- Details of your experience in delivering similar public sector websites.
- A breakdown of costs (design, development, training, support, etc.).
- Examples of previous work, particularly bilingual and accessible websites.
- Maintenance and support options.
- Post-launch support and training offer.

4. Recommendation

4.1 That the Committee agrees to invite quotations from suitably qualified and experienced website designers and developers for the creation and delivery of a new bilingual (Welsh and English) website.

5. Reason for Recommendation,

6.1 To ensure an effective online presence whilst ensuring compliance with legislation and regulations.