

## **STREET CLEANER RESEARCH AND PROPOSALS JULY 2017**

Tutbury Parish Council would like to review the street cleaning provision in the village. Previously this role has been carried out by a contractor at a cost of £ 3880 per year

### **AIMS AND OBJECTIVES**

The TP Council seek confirmation that money was being spent appropriately they wanted;  
to have more control over what hours and what work was being carried out.

Be sure that the contract was value for money

Be sure that there was not too much cross over of responsibilities between the Parish Council and the Borough Council in cleaning the streets.

To satisfy that Tourist Tutbury area of the village was clean and fit for the Best Kept Village competition and visitors to the village.

To improve communications with the appointed person.

To be able to request additional work of strimming the closed bank footpath and cleaning of other areas outside of the designated areas. To request the removal of weeds and keeping the telephone box and bus shelters weed free. To request tidying, weeding, cleaning and strimming of other areas where required.

### **EXISTING PROVISION BY THE PARISH**

The previous contract was a 12-month contract at a cost of £3880.

#### **Existing Street cleaning requirements as stated in the contract**

**RESPONSIBILITIES:** To keep the designated areas in Tutbury reasonably free from litter and to disinfect bus shelters as and when it is necessary to do so.

**DESIGNATED AREAS:** Bus shelters in Holts Lane, Burton Street, High Street, Park lane and Duke Street. The highways known as Duke Street, Lower High Street, High Street, Monk Street together with the Duke Street car park., , Other limited areas that may be requested by the parish council from time to time.

**CONTRACT DURATION:** 12 months commencing 1 April 2016

**PAYMENT:** The contract value will be £3880-00, payable calendar monthly in arrears i.e. £323-33 per month.

**HEALTH AND SAFETY:** High visibility jacket must be worn for highway operations, work must be carried out in a manner avoiding risks set out in the risk assessment.

**DISPOSAL OF RUBBISH:** The collected and bagged rubbish is to be stored for later collection by E.S.B.C. refuse collectors.

## EXISTING PROVISION BY THE BOROUGH COUNCIL

Collated from East Staffs Borough Council website.

Type of Cleaning	Frequency	Day
litter Picking	Every Week	Wednesday
Mechanical Footsweep	Every Three Months	Monday or Tuesday
Carriage Sweeping	Every Six Weeks	Tuesday or Wednesday

## CONSIDERATIONS

The previous contract did not include weed control or the number of hours required per week. The contractor carried out duties on any chosen day and time, regardless of whether the borough Council were cleaning the streets on those days.

The ideal days for Cleaning the streets are Mondays and Fridays as the Borough clean on a Wednesday.

Best Kept village feedback stipulates on a regular basis that bus shelters and the phone box are not well kept and tidy and requires weed removal.

The removal of the neighbourhood Highway team will mean that areas that are overgrown and need cutting back will not be done such as Belmont Road, Street signs will not be cleaned, drains will not be kept clear of weeds or debris. Mowing of verges such as Ironwall Lane verges, Belmont Road verge will not be cut. Hedges will not be cut.

## **Research shows that other roles vary from £8 to £13 an hour dependent on duties and location.**

Several job descriptions and adverts have been researched from other Parish councils on the internet and local parishes including Hatton, Etwall, Hilton and Barton.

Employing an additional member of the staff requires the following list of responsibilities.

## **CONSIDERATION FOR EMPLOYING A STREET CLEANER (ESBC ADVICE)**

- Provide toe protective boots
- Bin bags
- Gloves
- Safety goggles
- Litter picker

- Hepatitis A and B injections
- If needles or hazardous waste are found these should be reported to ESBC to dispose.

**Clerks suggested Consideration if a village orderly was employed would include;**

#### **VILLAGE ORDERLY EQUIPMENT**

- Tools
- Strimmer
- Mileage expenses if vehicle required

### **EMPLOYMENT CONSIDERATIONS**

- Fixed term or continuous contract? Clerk recommends a 6 Month initial contract.
- Holiday pay
- The document should contain sufficient detail to enable the employee's entitlement to be precisely calculated, including any entitlement to accrued holiday pay on the termination of employment. The document should contain sufficient detail to enable the employee's entitlement to be precisely calculated, including any entitlement to accrued holiday pay on the termination of employment.



The legal minimum for 7 hours a week would be a total of 22.5 hours

- Under the Working Time Regulations 1998 (as amended), workers (including part-timers and most agency and freelance workers) have the right to:
  - 5.6 weeks' paid leave each year (from 1 April 2009)
  - payment for untaken statutory leave entitlement on termination of employment.
- Sick pay
- Training
- Pension the salary is under the limit but must advise that they can have their own pension if not eligible.
- Advertisement
- Contract
- Application form
- Job description
- Appraisal/ review
- Induction

## **PROPOSED OPTIONS**

- 1) To advertise for a street cleaner employed by the parish council at £8/£9.00 hour
- 2) To decide on and advertise for a wider role e.g. a lengthsman/ cleaner/ Village orderly employed by the council who also picks up litter and cleans the bus shelters, cleans road signs, removes weeds and debris from drains and pavements. £9/£10 hour

*Other tasks could be included such as*

*Light maintenance work, e.g. painting benches erecting noticeboards signs, repairs and maintenance to the changing rooms as requested by the parish council*

*Delivery of flyers newsletters as required*

*Remove graffiti, posters and advertisements from street furniture*

*Report faults on highways and around the parish.*

*To undertake gardening duties as requested by the parish council including weeding, hedge trimming, edging and planting.*

- 3) Re-advertise a revised Tender Invitation stating hours and days of the week the role requires and extra responsibilities. Separate Public Liability insurance would not be required.
- 4) To withdraw a parish funded street cleaner and rely on the Borough Council street cleaning, if necessary organise volunteers to clean the remaining areas.
- 5) Withdraw a parish funded street cleaner and request additional duties such as weed removal, bus shelter clean, strimming, maintenance from new or existing contractors. (typical contractor rates £20 hour)

### **Resources used for research**

Clerks Networking and Branch meetings (copies of contracts and job descriptions obtained of similar roles and rates of pay.

Internet research of other Parish Councils

Evidence from East Staffordshire Borough Council website and personnel.

SLCC guidelines on model contract

BEING A GOOD EMPLOYER Guide for Parish Councils

ACAS website <http://www.acas.org.uk/index.aspx?articleid=1461>

Insurance agent contacted for confirmation that any work on behalf of the parish council is covered by the council's public liability and employment liability.