

Agenda Item 12 – Recruitment & Interim Litter Picker Cover

The current Litter Picker has resigned and his last day of employment is Saturday October 11th.

The Parish Council now needs to make a decision on recruiting for a replacement and ratify arrangements to cover the post in the interim.

Recommendations

1. To approve recruitment of a Litter Picker, who also carries out weekly play area inspections, based on the accompanying job specification and person specification. To include any costs associated with advertising the post.
2. To agree the number of hours to be worked each week.
3. To delegate shortlisting of applicants to the Clerk and Councillor Phare.
4. To agree arrangements for interviewing shortlisted applicants and appointing to the role.
5. To delegate arrangements for covering the Litter Picker role until the new member of staff is in post, to the Parish Clerk subject to costs remaining within budget.

Recruitment

The job description and person specification provided alongside this paper will be used to recruit to the post, and advertising will be on the Council's website, Facebook, noticeboards and online with Indeed.

The role will be advertised for 21 days.

Currently the Council budgets for 13 hours per week, to include weekly play area inspections.

It is proposed that Council consider reducing the number of hours worked for this post whereby savings could be achieved without making a significant impact on service delivery and that hours are worked flexibly to make the post more attractive to potential applicants.

Costs for various options are set out below:

Hours per week	Annual Salary @£13.26 p.h. (SCP 5)	Employers NI (15% on earnings over £5,000 p.a.)	Possible Employer Pension costs, (3% on earnings over £6,240 p.a.)	Total Annual Cost	Annual Savings
13 (current)	8,964	595	82	9,641	0
10	6,895	284	20	7,199	2,442
8	5,516	77	0	5,593	4,048
7	4,827	0	0	4,827	4,814

The current post holder is over pension age and so no contributions to a pension scheme are made. If the new post holder is under pensionable age, then a pension scheme must be available to anyone earning in excess of £6,240 per annum. The Parish Council has a NEST Pension into which it pays employer contributions of 3% on earnings over the threshold for those enrolled.

There will be some small additional costs to advertise on Indeed.

It is proposed that the Clerk and Councillor Phare shortlist applicants for interview. Arrangements for interviewing and appointing to the post to be agreed by Council.

Interim Cover

The Clerk has spoken to the person who usually covers the Litter Picker's leave and is already on the Council's payroll system to see what cover can be arranged until a new post holder is appointed - he can provide a minimum of one hours cover per day, Monday – Friday. Costs to be covered within the existing Litter Picker budget. There is also a contingency of £2,000 in the staffing budget. The Handyman can litter pick Jubilee Field and Orchard Way to cover any leave or gaps, if required, and there is a budget of £650 for a contractor to cover for a member of staff for a short period. It will be helpful for the Clerk to have flexibility in making cover arrangements to avoid a disruption to the service pending recruitment to the post, subject to costs being kept within agreed budgets.

Debbie Bird
Willand Parish Clerk
October 2025