

**To receive a report on the Casual Caretaker position and consider any actions
and associated expenditure**

Report to: Personnel Committee

Date of Report: 21/07/25

Officer Writing the Report: Service Delivery Manager

Officers Recommendations

Members are asked to consider replacing the current Casual Caretaker position (600 hours per annum) with a new role: Multi-Task Caretaker Operative, contracted on a flexible basis for a minimum of 20 hours per week. This role is designed to better support the operational needs of the Town Council by aligning duties with current service demands.

The position would be appointed at the Town Council's agreed salary scale: NJC Scale Points 5–6 (£24,790 – £25,183 pro-rata).

As the proposed role represents a change to the existing Town Council staffing structure, approval of the officer's recommendation must be referred to Full Council for final endorsement and sign-off prior to advertising the position.

Report Summary

The Casual Caretaker position is currently vacant. Before proceeding with re-advertisement, the role has been reviewed in light of the current and future needs of the Service Delivery Department. This analysis has confirmed that continued support is required, but in a more structured and consistent format than the existing arrangement.

Members are therefore asked to consider the proposal to replace the Casual Caretaker role with a Multi-Task Caretaker Operative, offering greater flexibility and alignment with operational demands.

- Please refer to **Appendix A** for the current Casual Caretaker job description.
- Please refer to **Appendix B** for the proposed Multi-Task Caretaker Operative job description.

How Does This Meet the Business Plan?

Strategic Priority 1 - Boosting Jobs and Economic Prosperity:

To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.

Aims of the Personnel Committee:

To continue to be a good employer and invest in officer growth by supporting relevant professional development

What does success look like:

Training and professional development to match the role undertaken

Budgets

Budget Availability: £241,000 (including oncost)

Budget Codes: 6618 Services Delivery Gross Pay

Signature of Officer:

Service Delivery Manager