

Background and Purpose:

The trial has been developed in response to feedback and requests made from Outer NE ward members and at the Town and Parish Council Forum. It follows discussions at extending “lengthsman” type arrangements to more Parishes. The feedback is that preference is for the Locality Team to administer the resource, but to learn from the successful elements of the parish lengthsman role; i.e. ensuring it’s a flexible/multi role post and that the person is contactable by and works very closely with local Councillors, Parishes and key local residents.

The resource would provide a dedicated resource to be deployed across the Outer NE to visit villages, sites and agreed neighbourhoods in Alwoodley ward that do not otherwise have any programmed, regular street cleansing activity (whether that be through the Locality team or existing local Parish lengthsman).

The purpose of the resource would be to undertake work that helps and support residents efforts to maintain the cleanliness and overall appearance of their villages/neighbourhoods.

It is envisaged that this would primarily include:

- Litter picking
- Path sweeping (ie manually with a brush)
- Weed/vegetation removal
- Tidying of open spaces/land
- Emptying litter bins and taking away the LCC white bags (necessary to test out long term sustainability of post)
- Removing small items of flytipping
- Liaison and support to local in-bloom, keep tidy and parish groups
- Extra eyes and ears for the Environmental Action Officer in Outer NE – where needed collecting basic evidence for flytipping, overgrown hedges etc.

What would the resource be?:

The resource would be a full time member of staff with a new job description (proposed roles and responsibilities appended), who would have their own van/vehicle for use solely in the Outer NE area. They would work a normal 5 day week but be required to work at least one weekend every month. This can be reviewed as part of the trial. Cover will be provided when they are on annual leave. The van would carry a variety of equipment and materials required to effectively carry out the jobs required.

How the resource would be shared and programmed:

A purpose of the trial will be to try out how the resource is best shared so that it is as affective and efficient as possible, whilst still achieving what it was set up to do. However, as a starting point the following type of approach is suggested:

Indicative Fortnightly Work Programme (details can be changed with Ward Members):

Day	Ward	Villages/neighbourhoods	Main roads to check (laybys/bins)
Monday	Alwoodley	Shopping parades	King Lane
Tuesday	Alwoodley	Lingfields/Fir Trees and Cranmers/Aldertons estates	King Lane (inc car park), Nursery Ln
Wednesday	Alwoodley	Section of the ward east of Harrogate Road	Wigton Lane, Shadwell Lane
Thursday	Harewood	Ward catch up day – revisit villages, make sure bins empty, Member issues etc	
Friday	Wetherby	Bramham/Clifford (Boston Spa)	Bramham Rd/Bar Lane/A659
Monday	Wetherby	Thorp Arch/Walton (Wetherby)	Walton Rd/A659
Tuesday	Alwoodley	Ward catch up day – revisit hotspots, make sure bins empty, Member issues etc	Harrogate Road
Wednesday	Harewood	Scholes /Barwick/Aberford/Thorner	A64
Thursday	Harewood	Shadwell/Scarcroft/Bardsey/Linton	A58/A659 (Wattle Skye)
Friday	Harewood	Harewood/East Keswick	A61/A659 (Harewood Ave)

The rationale for a fortnightly schedule is that this allows us to factor in more consecutive days in each ward so Members know that the resource is in their area for a good period of time and any issues that come up can be planned a little better.

How Much Will it Cost?

The cost for a full financial year would be £31,500 (assumes appointed top of scale). This pays for the member of staff (including oncosts), cover for periods of annual leave, van hire/lease for a year and new equipment/materials.

However, it is not anticipated that the trial phase will last a full financial year – it is likely to last until 31st March 2014 at which point the approach would be entirely mainstreamed if it proved a successful/better way to deliver a service in Outer NE. By then we will also be clearer on how the Locality Service will take on responsibilities from the ALMOs and other citywide services (e.g. household bulky collection) and what opportunities/resources for redesigning our street cleansing functions there are.

The full year contribution required from Area Committee would be £10,000. Reflecting the proposed allocation of the resource, this works out at £4k from Alwoodley, £4k from Harewood and £2k from Wetherby.

Recruitment and Getting Up and Running:

The post will be advertised as a temporary post to 31st March 2014.

We will be required to follow the Council's recruitment process/policy but we will seek to advertise externally as early in the process as allowed, given the temporary position of the post. The start date depends on at which point we successfully recruit; but we will be aiming for getting up and running within 6 weeks of the Area Committee's approval.

PROPOSED JOB DESCRIPTION: ROLES AND RESPONSIBILITIES

1. To carry out a range of physical tasks to improve the environmental condition and appearance of Outer North East villages and neighbourhoods (any publicly accessible land), including:-

CLEANING

- Lift and remove all detritus from the highway that can be achieved by hand brushing/sweeping and manual sweeping equipment. This to include areas of kerb edges, footpath edges, traffic islands etc and will include offensive detritus such as dog fouling.
- Empty/re-bag and effectively clean litter bins and liners.
- Weed removal using manual and mechanical means such that weed re-growth is prevented.
- Effectively clean up and wash pavements using equipment provided.
- Effectively clean street furniture

FLY TIP REMOVAL

- Remove fly-tipped material off the highway and other identified areas of land (including bin-yards)
- Removal of all items as directed, including loose materials, animal carcasses, large items, gas bottles etc and safely load these onto the collection vehicle where required.
- Report hazardous material fly-tipped on the highway or other land e.g. asbestos, chemicals etc

COMMUNITY ENHANCEMENT WORKS

- Carry out basic horticultural work e.g. basic pruning, trimming overhanging bushes etc. to facilitate the street cleansing functions above to be completed satisfactorily.
- Record and report environmental issues as required.
- Fit litter bins using both electrical tools and manual tools as required.

SEASONAL ISSUES

- Manually remove snow and ice from paths and other publicly accessible areas as required
- Assist with gritting of paths/pavements and other publicly accessible areas as required
- Remove fallen leaves, twigs and small braches from paths/pavements and other publicly accessible areas as required

Note: Whilst staff are expected to show flexibility with regard to the above tasks they will only be carried out following provision of any required training and within agreed risk assessments and health and safety procedures.

2. To carry out a range of basic investigative and community based tasks that support actions to encourage behavioural change within communities to the management of waste and monitor the effectiveness of our service, including:-
 - to reactively and proactively investigate instances of flytipping and other forms of inappropriate waste disposal by searching for evidence that may show where/who the waste has come from and to ensure the evidence is appropriately recorded/gathered and referred for further investigation and action by enforcement staff.
 - to support a range of preventative interventions, such as educational campaigns or activities, to tackle the root causes of environmental issues.
 - to assist in the undertaking of basic street/environmental audits as required
 - to deliver local information leaflets and campaign material as required
3. To ensure that work carried out in 1 and 2 above is of high quality, carried out safely and professionally and enhances the reputation of the service and the Council.
4. To drive a fleet vehicle (of up to 3.5 tonnes) as required.

5. To work effectively with Council and other public service colleagues in order to maintain the highest standards of cleanliness and quality within local environments as is possible.
6. To work in a way showing initiative and enthusiasm for the job in hand and an understanding of its impact on the quality of life of local residents and visitors alike.
7. To maintain an awareness and understanding of other issues that affect the environmental appearance and condition of neighbourhoods and report any defects identified e.g. graffiti, potholes, overhanging trees, unauthorised fly-posting, damaged street furniture, blocked gullies etc.
8. To maintain competency and knowledge for the work of the post by undergoing relevant training and development e.g. on the job or training courses. This will include training relating to the use of power tools, handling of hazardous materials (including needles) and other health and safety issues.
9. To ensure that all work is undertaken in accordance with established health and safety procedures and to report defects or safety concerns identified to the appropriate supervisor/manager.
10. To carry out all work with the highest standards of behaviour and conduct thereby reflecting the importance of the role as an ambassador for the City and the Council. In particular, to respond courteously and professionally to contact with and requests from our customers (i.e. members of the public and Elected Members).
11. To ensure that essential records relating to the work of the post e.g. timesheets, job requests, safety documents etc. are completed fully, promptly and accurately.
12. To ensure that all resources used e.g. equipment, machinery and buildings etc. are kept safe, in good order and condition, and are not exposed to the risk of loss, damage or theft. In addition to the vehicle checks, to keep any vehicles used clean and tidy both inside and out.
13. To carry out such other duties that reasonably correspond to the general character of the post and are consistent with its level of responsibility.
14. To comply with Standing Orders, Financial Regulations, Quality Assurance procedures and Health and Safety Regulations
15. To abide by the Council's Equal Opportunities Policy in the duties of the post and as an employee of the Council.