

24.041 Review of Staffing

Date: 8th March 2024

Introduction

Dunchurch Parish Council is carrying out a staffing review prior to undertaking the recruitment of a new Parish Clerk. The Parish Clerk is currently contracted to working 15 hours per week for the Parish Council and 5 hours per week managing the library. In practice, this has been very difficult to achieve as the library takes significantly more of the Clerks time. It is therefore proposed that the Council consider splitting the role into two separate posts.

Community Hub Officer

In line with Parish Council's desire to make more use of the Community building it is proposed that a role of 'Community Hub Officer' be created. This role would hold the following responsibilities:

- Volunteer management and recruitment
- Overseeing library operations and ensuring Warwickshire Library standards are adhered to
- Managing 'Warm Hub' groups operating within the library
- Managing bookings and liaising with community groups
- Managing Community Hub and Library Facebook page
- Assisting with any Parish Council community events

It is recommended that at least six hours per week would be needed to carry out the role effectively. It is suggested that this role would be predominantly carried out from the Library to enable direct

Parish Clerk

The position of Clerk without the daily responsibility for the Community Library will enable the Clerk to work more effectively. The only change to the job description necessary would be to include the line management of the Community Hub Officer.

Recommendation

It is recommended that the Parish Council recruit for two roles to ensure that staff are able to be effective in their roles.