Ilminster Town Council

Open Spaces Team structure

Background

Present Open Spaces team structure:

a) Senior Warden who manages Open Spaces team including motivating staff, effective delegation, identifying training and development needs, conducting appraisals and performance / support meetings.
Undertakes the daily and weekly tasks with the Wardens
Instigates Health and Safety, plans future work and planting plans.

b) Warden undertakes the daily and weekly tasks. Assists Senior Warden with administrative tasks e.g. timesheets.
Ensures he observes all Health and Safety requirements

c) Apprentice who assists with the daily and weekly tasks.
Undertakes training in all aspects including Health and Safety at work.

d) Seasonal warden who joins the team during the Summer months

The budget for 2016/17 includes provision for Senior Warden, Warden and Apprentice and seasonal warden.
The current Apprenticeship ends 17th January 2018. There is enough money in the budget to cover the cost of a new apprentice if the existing apprentice is replaced amounting to **£2,072**

Below are some further options and provisional costs
Included in the following figures are Employers NI and pension contributions which have been exempt while employing an apprentice.

a) The cost of appointing the existing apprentice as a Warden but paying him the minimum wage for his age **£2,510**
Increasing the budget by £438

b) The cost of appointing a Warden on minimum wage **£3,435**
Increasing the budget by £1363

c) The cost of appointing a Warden on Warden's grade **£3,642**
Increasing the budget by £1570