



# Oliver's Battery Parish Council Working Group Terms of Reference

## Handyperson Group

### **1. Purpose**

The purpose of the Handyperson Group is to act as the main support for undertaking ad-hoc and routine tasks for the Council.

### **2. Principles**

People who are members of the Council's Handyperson Working Group undertake tasks on behalf of the Council and have no personal liability, as the liability is covered in the Council's Public Liability insurance policy, as long as they are competent to undertake the task, the tasks are completed diligently, the tasks are recorded in writing and any findings that need to be acted upon are (NB the latter two requirements are the responsibility of Councillors and the Council respectively).

Tasks will be allocated to at least two Volunteers and/or Councillors, to provide any necessary support and/or cover.

### **3. Roles and Responsibilities**

The Handyman Group will carry out ad-hoc and routine tasks as directed by the Council.

Councillors will be appointed to act as liaison with the Volunteers.

In all cases a Councillor, either the liaison or one associated with the specific task, will report on the task to the Council.

Where Volunteers or Councillors are unable or unwilling to continue to undertake their tasks, this should be reported to the Council as soon as possible, to allow a replacement to be identified.

### **4. Membership**

The Handyman Group will comprise a core team, made up of Volunteers from the community and Councillors, who are competent to undertake the tasks and complete them diligently.



## **5. Reports**

There is always a report to the relevant Council meeting, for example to confirm that the task has been completed in the designated timeframe but no action is/was required, *or* to confirm that the task has been completed in the designated timeframe and [a specified] action was completed, *or* to confirm that the task has been completed in the designated timeframe with a recommendation where a significant action is required, etc.

*NB where a significant action is urgent this should be raised asap after the inspection, so any necessary action can be implemented as a matter of urgency.*

## **6. Meetings**

The Council will consider reports from the Handyperson Group and agree any necessary actions.

## **7. Membership**

The Council may appoint new or change members of the Handyperson Group when required.

## **8. Conduct**

The Events Group will apply the following principle:

Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.