

# THURSTON PARISH COUNCIL

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## To review Clerk's Holiday Entitlement carried forward from 2021 – 2022 (as previously approved by full Council at the meeting of 7<sup>th</sup> April 2021) – paper submitted to Policy and Resources Cttee - 18.02.22

**Background:** Council's Financial Regulations states that (7.1) "The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee" & ( 7.3) "No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee."

Meeting to note re Clerk's Holiday entitlement:

1. Council reworked the Clerk's holiday entitlement for 2020-21 once the Clerk returned to normal working hours following the additional hours worked during the COVID-19 crisis.
2. The hours (worked out from full day entitlement) remaining from 2019-2020 were not taken during June and July 2021 and were therefore agreed to be fully funded by the Parish Council.
3. At the meeting of full Council of 7<sup>th</sup> April 2021 (following a recommendation from P&R Cttee of 26.03.21), agreement was forthcoming that the Clerk be allowed to carry forward the holiday entitlement from the year 2020 into the year 2021-22.
4. There has been no adjustment to the holiday hours to which the Clerk is entitled for extra hours worked for the year 2021-2022.
5. As at 11<sup>th</sup> February 2022, the Clerk has a number of hours remaining as holiday entitlement:
  - brought forward from 20-21
  - unused leave from 21-22

**Recommendation to Committee under delegated powers to agree to the remaining balance of holiday entitlement from 2020-21 to be fully funded by the Parish Council.**

	Cost to Council
Cost to Council inc. N.I. and Pension	<b>£2980.46</b>