

THURSTON PARISH COUNCIL

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To review Clerk's hours to date in light of COVID-19 – paper submitted to Policy and Resources Cttee - 26.03.21

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."

Points to note:

1. Clerk contracted to work 22.5 hours per week with a further 12 hours spent a month on planning matters. Total per year 1314 hours – roughly equates to 109.5 per month.
2. Clerk contracted to attend meetings scheduled outside of daytime hours – on average equals between 6 and 10 hours per month.
3. Holiday entitlement is based on contracted hours under 1 above which equals 18.92 days.

Note as agreed at the meeting of 03.06.20 - Holiday entitlement:

1. Council will need to rework holiday entitlement once the Clerk returns to normal hours
2. Council will need to decide if TOIL is to be implemented for the extra hours or payment is to be agreed at the Clerk's hourly rate.
3. Given further COVID-19 restrictions, the 9.92 days remaining from 2019-2020 were not taken during June and July and are therefore outstanding (*see separate paper for holiday carried forward request*).

For consideration:

1. Hours worked during 2021-2022 which will attract additional holiday entitlement:

Month	Contracted	Worked	Balance for calculation
April	117.50	153.50	36
May	109.50	148.00	38.50
June	116.50	155.00	38.50
July	124.50	154.50	30
August	115.00	136.00	21
September	109.50	132.50	23
October	117.00	147.00	30
November	113.00	143.00	30
December	128.00	158.00	30
January	116.50	131.50	15
February	109.00	124.00	15
	1276	1583	307

Calculation: based on the government website for calculating holiday entitlement – 307 hours averaged out over 48 weeks 1 day per week results in a statutory entitlement of 35.8 hours holiday over and above current contracted holiday entitlement.

Recommendation to Committee under delegated powers to agree to –

- a) to approve the additional holiday entitlement for the Clerk.
- b) to approve that the additional entitlement be fully funded by the Parish Council.

Cost to Council	£951.62
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