

THURSTON PARISH COUNCIL

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To carry out a six-monthly review of the Office Staff hours worked – reference Policy & Resources Committee Meeting – 25.11.22

Agenda Item 4c) To review the current level of working hours versus budgeted hours for the Clerk and Deputy Clerk for the period April through to October 2022.

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 carries out all the functions of the Proper Officer, servicing the main Council, main Committee and Planning Committee Meetings, the role of the RFO for all financial matters of the Council, management of the production of the Village Newsletter, management of the website and delegated functions as approved by the role and Council which also includes all staffing matters.
2. Deputy Clerk carries out the functions as described within the job description and provides Clerking duties for the Climate Awareness and Environment Committee, Recreational and Leisure Facilities Committee and Emergency Plan Committee along with monitoring of the Council's social media and posts connected therein and general assistance to the Clerk.
3. Budget for administrative staff which includes the Clerk and Deputy Clerk is broken down as follows:

Budgeted versus actual hours for both Clerk and Deputy between April 22 and October 22	Budgeted	Actual
Administrative work	1243.00	1273.50
Attendance at meetings	208.00	105.00
Overall totals	1451.00	1378.50

Analysis:

1. **Budgeted hours are currently insufficient for administrative work with the Clerk regularly working on average 1.5 extra days per month.**
2. **There is a sufficient tolerance within the budget for attendance at council meetings which, not having been utilised to its full extent, is able to absorb the increase in administrative hours.**
3. **Council will need to be mindful of the administrative hours worked when considering succession planning and a tolerance will need to be built in for mentoring, shadowing and potentially job rotation.**