

THURSTON PARISH COUNCIL

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To carry out a quarterly review of Office Staff hours worked – *reference Policy & Resources Committee Meeting – 17.09.21*

Agenda Item 4e)

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 equates to between 6 and 10 hours per month.
3. Deputy Clerk contracted to work 15 hours per week. Total per year 780 hours – roughly equates to 65 per month.
4. Deputy Clerk contracted to attend meetings scheduled outside of daytime hours – on average equates to between 6 and 10 hours per month.
5. 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 and delegated functions as approved by the role and Council.
6. Deputy Clerk carries out the functions as described within the job description and services the Climate Awareness and Environment Committee; Emergency Plan Committee and the Clerking duties only of the Recreational Facilities Committee along with monitoring of the Council's social media and posts connected therein and general assistance to the Clerk.

For consideration:

1. Clerk's Hours worked to date:

April	Contracted	115.00	Worked	127.00
May	Contracted	100.00	Worked	112.00
June	Contracted	107.50	Worked	121.50
July	Contracted	115.00	Worked	121.00
August	Contracted	100.00	Worked	108.00
September	Contracted	117.00	Worked	130.00
Total contracted:		654.50	Total worked: 719.50	

2. Deputy Clerk's Hours worked to date:

April	Contracted	67.50	Worked	67.50
May	Contracted	60	Worked	60
June	Contracted	67.50	Worked	67.50
July	Contracted	67.50	Worked	67.50
August	Contracted	60.00	Worked	60.00
September	Contracted	67.50	Worked	67.50
Total contracted:		390	Total worked: 390	

Proposal – to note that the above working patterns will need to be taken into account in a) at budget setting time and b) in succession planning for the Clerk/RFO role.