

St Paul Malmesbury Without Parish Council

Report #10.2

Parish Clerk contracted hours

1. Purpose of the report

- 1.1 To seek Council approval to increase the Clerk's hours to reflect the time actually being taken on present tasks and also additional tasks being planned for the role.

2. Background

- 2.1 Councillors were advised at the September meeting that the Personnel Committee had become aware that the Clerk was working above the contracted 6 hours per week and that an exercise to monitor hours worked would be undertaken. Over the last five weeks the Clerk has kept a record of each session of parish work undertaken. The hours worked each week have been recorded as 7.5, 10.25, 6.5, 7.25 and 6.5 hours, an average of 7.6 hours a week.

- 2.2 During the Clerk's probation period it was recognised that certain tasks might take longer to complete because of a lack of experience. The Clerk has been in post for nearly 11 months and is a permanent employee who now has some experience and a good understanding of the required tasks. While the Council has a duty to scrutinise the use of public money, it is also important that it properly recompenses its employee for work done.

- 2.3 The Clerk is presently averaging 1.6 hours above the contracted hours. Given the experience gained by the Clerk to date it is planned to add other tasks to the role, such as management of the website and the tasks of the RFO. This will inevitably require additional hours to be worked to deliver these extra functions.

3. Options

- 3.1 To leave the Clerk's hours at the current of 6 per week and attempt to reduce the tasks being undertaken
- 3.2 To increase the Clerk's hours to 7.6 per week and review again once the planned additional tasks have been incorporated
- 3.3 To increase the Clerk's hours to 8 per week to recognise the imminent additional tasks of the role

4. Financial Implications

- 4.1 There are no financial implications from 3.1 however it would require the additional tasks being undertaken by Councillors. Option 3.2 would lead to an additional £390 spend until the end of 21/22 and an additional £920 over the course of a year. Option 3.3 would lead to an additional £486 spend until the end of 21/22 and an additional £1150 over the course of a year.

5. Recommendation

- 5.1 The Council is recommended to support Option 3.3