

Trefriw Community Council Staffing Committee

The Staffing Committee (SC) met on Tuesday 22 June 2021. Present were Cllr Kelly (Chair), Cllr Ellis, Cllr Williams and TCC Clerk Mrs. Teasdale (as employee).

Purpose of the meeting

The purpose of the meeting was to consider options and make a recommendation to full Council regarding appropriate compensation for Mrs. Teasdale for additional hours worked due to demands placed on her by TCC, ward residents, the Welsh Government and other bodies as applicable.

Background

Since taking up her post in the summer of 2019, Mrs. Teasdale has delivered continuously high performance in her duties as Clerk, as reflected in her two annual appraisals to date. She has also developed her expertise and professionalized the role through successful completion of the Introduction to Local Government Administration course earlier in 2021. Mrs. Teasdale has also undertaken a thorough review of TCC policies and procedures to ensure compliance with relevant guidance and legislation, putting us on a more secure footing to deliver Council business. She has also been more externally focused in terms of building working relationships with other Clerks and attending meetings / conferences to the benefit of TCC in terms of the broader picture / issues facing community and town councils.

Issue

This increased focus on professionalism in her role and building her working relationships / networks has led to Mrs. Teasdale working above her contracted weekly hours on a regular basis, despite her careful work / time management and delegation of work to Councillors where appropriate. This situation has been further exacerbated by increased demands placed on community / town councils and their employees by Welsh Government and One Voice Wales - for example changes to the internal audit process, and timings for publication of meeting agendas, minutes etc.

Since Mrs. Teasdale's appointment, time off in lieu has been used as the means of compensation for these additional demands. However, this has proven to be unsustainable as the TCC Clerk role has expanded to meet the requirements now on it. During 2020/21 Mrs Teasdale worked at least 41 hours over her contract in order to fulfil all the duties her role now requires; the forecast for 2021/22 is at least 50 additional hours.

Options, recommendation and costs

The SC considered a number of options for alternative compensation in light of the additional hours Mrs. Teasdale is routinely working. These include plain time overtime for additional hours worked, and an increase in Mrs. Teasdale's contracted hours. It was decided that overtime is not a sustainable long-term solution for additional hours worked.

At the July Council meeting we ask full Council to consider and agree our **recommendation**:

1. From 1 August 2021 until 31 March 2022 Mrs. Teasdale's contracted hours will increase from 50 to 62 per month.
2. Her core hours (as advertised) will remain 09.00 - 13.00 Tuesday, Wednesday and Thursday. Mrs. Teasdale will work the additional hours flexibly as needed around those times.
3. The use of the additional hours will be reviewed by the SC with Mrs. Teasdale in December to understand if they are addressing the issues identified above and what changes / budget allocation may be required for 2022/23 if the uplift is required beyond 31 March 2022.
4. Any further additional hours (e.g., for evening meetings / conferences) which cannot be covered by uplift will be pre-authorized by the SC at the plain time overtime rate.

Costs

The cost of the uplift in Mrs. Teasdale's contracted hours implementing as above would be £1408.08. This is unbudgeted for FY 2021/22 so funds would need to be transferred from reserves. The SC review in December will include budgeting for 2022/23 if necessary.