

### **Trefriw Community Council Staffing Committee**

The Staffing Committee (SC) met on Tuesday 30 November 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 review the temporary uplift to Mrs. Teasdale's working hours that were agreed by full Council in July 2021 and took effect from 1 August 2021 to 31 March 2022 (minute number 70). The uplift from 50 hours per month to 62 was agreed to ensure Mrs. Teasdale is properly recompensed for additional hours worked due to demands placed on her by TCC, ward residents, the Welsh Government and other bodies as applicable.

The Clerk's additional hours have been fully utilised since 1st August and this looks set to continue for the remainder of the current financial year in order to manage the cemetery extension, tenders for the footpath and cemetery maintenance and ongoing ash dieback works. This review was undertaken today to ensure appropriate provision can be made in the draft 2022/23 budget which will be considered by full Council at the December meeting.

#### **Options, recommendations and costs for 2022/23**

The SC view is that the additional demands which led to the temporary uplift are highly unlikely to abate in 2022/23. However, we do need to ensure that the Clerk's work/life balance is maintained and that the costs to residents of additional hours are reasonable and evidenced. Therefore, the SC, in agreement with Mrs. Teasdale, **recommend that full Council agrees the following proposal for 2022/23:**

##### Proposal for 2022/23:

1. The baseline Clerk hours are set to 648 per year (i.e. an average of 54 hours per month) to accommodate the advertised working hours 09.00 - 13.00 Tuesday, Wednesday and Thursday in addition to one full Council meeting per calendar month
2. Budgetary provision is made to pay up to an additional 96 hours per year as overtime at plain time rate (96 hours is based on the trial uplift of the additional 12 hours per month x 12 months equating to 144 hours **less** the 48 hours added to the baseline to compensate the Clerk for the hours worked as referred to in point 1 above)
3. The Clerk will keep a record of overtime worked for SC scrutiny as required but hours up to a total of 96 will not require pre-approval
4. Payment for further additional hours beyond the 96 will require pre-approval by full Council
5. If not all the additional hours are used during the year, the unspent budget will be carried forward to the following year or redistributed elsewhere

##### Projected Costs for 2022/23:

- Base salary (648 hours per annum) - £9,110.88 (inclusive of anticipated national wage increases)
- 96 hours' overtime @ £14.06 per hour - £1,349.76 (inclusive of anticipated national wage increases)
- **Total amount recommended to be included in 2022/23 budget to cover projected salary and potential overtime costs - £10,460.64**