

Trefriw Community Council Staffing Committee

The Staffing Committee (SC) met on Thursday 15 September 2022. 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 complete Mrs Teasdale's annual appraisal and to discuss any issues arising. A verbal update regarding the appraisal will be given to full Council at the October meeting.

This proposal seeks to address one issue arising from the appraisal which requires consideration by full Council: an uplift to the Clerk's contracted working hours. The Staffing Committee **recommends that Council approves the proposal.**

Background

At the Council meeting on 13 July 2021 Council agreed a trial uplift in Mrs Teasdale's contracted hours from 50 to 62 hours per calendar month in order to reflect the additional demands now being placed on the role (Minute number 70).

This trial was reviewed in December 2021 the Staffing Committee. It was recommended and agreed by full Council at the meeting on 14 December 2021 that from 1 April 2022 Mrs Teasdale's baseline hours would be set at 648 for the year (an average of 54 per month) with a further 96 hours held in reserve as overtime with budgetary provisions being made to cover the full 744 hours with any unspent budget either being carried forward to the following year or redistributed elsewhere (Minute number 161).

Since April 2022 the requirements of her role have necessitated Mrs Teasdale regularly working overtime, in the region of 5-7 hours per month. It is not expected that these demands will decrease and so the Staffing Committee, with Mrs Teasdale, have again considered whether a further permanent uplift would be appropriate.

Options, recommendation and costs

The Staffing Committee have considered a number of options for alternative compensation in light of the additional hours Mrs. Teasdale is routinely working. These include time of in lieu, continuing overtime for additional hours worked, or an increase in Mrs. Teasdale's contracted hours. It was decided that neither time off in lieu nor overtime are sustainable long term solutions given the additional work is regular, not ad hoc.

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

1. From 1 November 2022 Mrs. Teasdale's contracted hours will increase from 54 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. Mrs Teasdale's contracted hours will be reviewed annually at her appraisal to ensure they remain appropriate to the demands placed on her role.
4. Any further additional hours (e.g., for evening meetings / conferences) which cannot be covered by the uplift will be authorized by the Staffing Committee at the plain time overtime rate.

Costs

The costs of the uplift in Mrs. Teasdale's contracted hours will be neutral until 31 March 2023 as they can be funded from the remaining budget set aside for the 96 overtime hours for 2022/23 as outlined above.

The Clerk's salary cost for 2023/24 including the uplift is estimated to be £10,460. Note this may increase subject to any new pay settlement. It is recommended a further £500 be allocated in the 2023/24 budget to cover ad hoc overtime as may be required to attend additional meetings / conference etc. This equates to 36 hours at current pay rates (i.e. an average of 3 hours per month).