

PC/Chair

1 March 2016

Parish Council

Parish Clerk

Web Site – thro' Parish Clerk (Transparency)

INTERIM REPORT TO NORTH LUFFENHAM PARISH COUNCIL WORKING HOURS – PARISH CLERK

References:

- A. ToR Review of Clerk's Working Hours Endorsed by Parish Council on 18 Jan 16 (Copy Attached)
- B. Society of Local Council Clerks Report – The Clerk's Working Hours Survey.(
<http://www.leicestershireandrutlandalc.gov.uk/uploads/reportj-theclerksworkinghourssurvey.pdf>)

1. EXECUTIVE SUMMARY

A review has been completed of the actual hours worked by the Parish Clerk in conducting his routine duties. Daily time-sheets have been maintained and these have been consolidated into weekly summary sheets.

The recorded hours worked across the 13 week period were:

- Total Time Worked: 136 hrs 20 mins
- Average Weekly Hours worked: 11 Hrs 21 Mins

In accordance with the Working Time Directive (WTD) provision of a further 14 hours within the 13 week period must be included which brings the total hours required to:

- Total Time Worked including Holiday Provision: 150 hrs
- Average Weekly Hours worked including holiday provision: 11.5Hrs/Week

A national benchmark from the 2013 SLCC report on Clerk's Working Hours indicated that an appropriate minimum provision should be in the order of 7.6 hrs / week. A review of other similar local Parish Councils suggests that this is broadly in line with local provision. Based on both the National Benchmark and a review of the 'local market' and taking into account the differentiation between Parish Council and Parish Trust business, an appropriate indicative norm for the post appears to be in the order of 9 hours/week.

The report recommends that the Parish Council consider funding of not more than a total of 9 Hrs / Week. To achieve this, the report recommends creating more efficient ways of working by the increased use of IT based business solutions; to consider ways in which Councillors could reduce the burden on the Clerk and/or to accept that some of the work undertaken by the Clerk reflects the Community responsibility and spirit of the post.

2. BACKGROUND

2.1. Over the past 3 years it had become apparent to the PC that the load placed upon the Parish Clerk had increased significantly. The SLCC Report (Reference B) on the subject highlights that “Local Councils are being encouraged to take on additional services for the community, both as a result of the devolution of services from Principal Authorities and from new powers available under the Localism Act. In most cases these services are managed by the Clerk, which entails additional hours of work that are not always reflected in the employment contract.”

2.2. At the PC Meeting held on 30th Nov 15 the PC endorsed a proposal to conduct a review of hours worked by the Parish Clerk. The aim of the review was to:

- a. Identify the tasks undertaken by the Parish Clerk and identify the time taken to complete the necessary tasks on a weekly basis.
- b. Review the weekly hours worked by the Parish Clerk and identify the time worked in support of:
 - Parish Council
 - Parish Trustee.
- c. Ensure that the role of the Parish Clerk is accurately documented.
- d. Make recommendations relating to the funded hours needed to complete the tasks undertaken in support of the Parish Council. The review will benchmark the hours worked against those of individuals in similar appointments in similar sized parishes.
- e. Identify a methodology for approving and funding exceptional ‘additional hours’ worked. The review should liaise with LRALC to try to establish ‘best practice’.

3. AIM OF THE INTERIM REPORT

3.1. This interim report seeks to report upon: Para 2.2. a, b, and d above, to enable a decision to be made at the PC meeting on 14th Mar 16 regarding funded hours for FY16/17.

4. REVIEW OF HOURS WORKED

4.1. **Process.** During the period of the 13 Week review (30 Nov 15 – 28 Feb 16) the Parish Clerk completed a daily summary of hours worked and tasks undertaken. These reports were then consolidated into a summary by PC Chair and circulated to PC members. The Chair met weekly with the Clerk and discussed any issues arising. The review period covers one ‘Quarter’ of the FY and included 2 Full PC and Trust meetings, which included the annual budget submission; the annual allotment holders renewal; an IT Sub Committee meeting to review IT processes; 2 x Extraordinary PC Meetings to consider planning application; induction of a new Cllr; consideration of 2 new Policy papers (Grants and Objectives). The period reflects the high level of work currently being undertaken by the PC and can be considered to be a broadly representative Quarter.

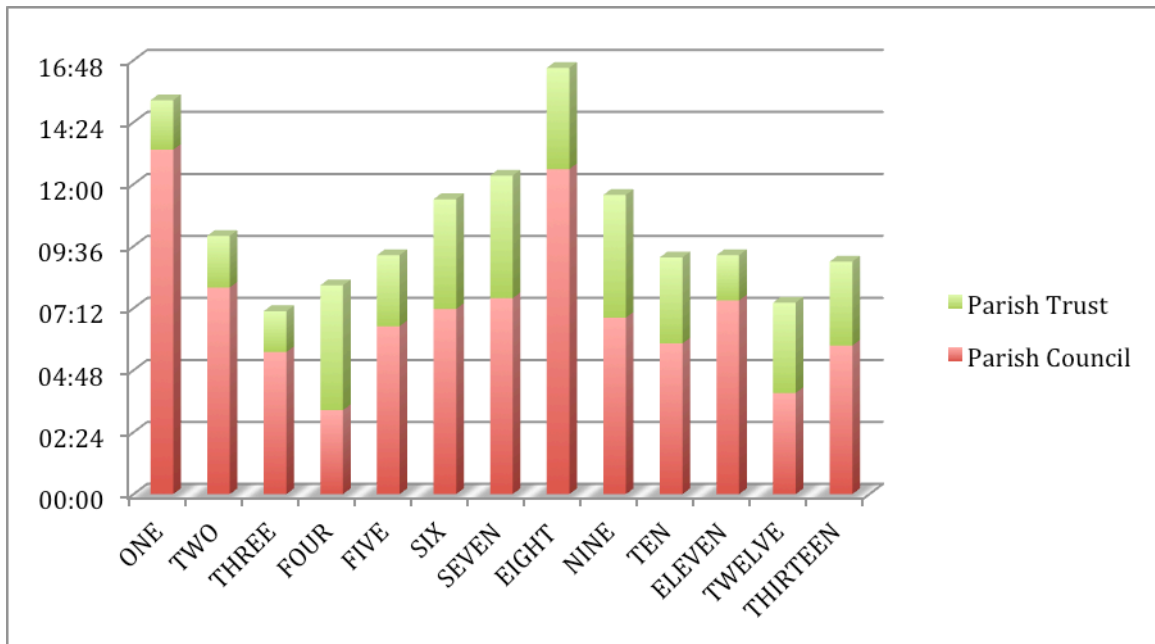
4.2. During the period the Parish Clerk maintained his routine modus operandi and made no changes to his methodology for completing tasks. At present the Clerk is funded for 6 Hours/Week (Increased from 5.5 hrs in Jul 15).

4.2. The weekly time sheets and final summary are attached. A weekly summary of hours worked is shown in the table and chart below. The peaks indicated at Weeks One and Eight reflect the impact of PC and Trust meetings.

TABLE ONE - SUMMARY OF HOURS WORKED

WEEK – START DATE	TOTAL	PARISH COUNCIL	PARISH TRUST	NOTE
ONE – Nov 30	15:15	13:20	01:55	PC and Trust Mtg – 30 Nov
TWO – Dec 7	10:00	08:00	02:00	PC and Trust Minutes
THREE – Dec 14	07:05	05:30	01:35	
FOUR – Dec 21	08:05	03:15	04:50	Allotment renewals
FIVE – Dec 28	09:15	06:30	02:45	EPC Mtg
SIX – Jan 4	11:25	07:10	04:15	
SEVEN – Jan 11	12:20	07:35	04:45	
EIGHT – Jan 18	16:30	12:35	03:55	PC and Trust Mtg – 18 Jan 16
NINE – Jan 25	11:35	06:50	04:45	PC and Trust Minutes and Parish Forum
TEN – Feb 1	09:10	05:50	03:20	
ELEVEN – Feb 8	09:15	07:30	01:45	IT Mtg
TWELVE – Feb 15	07:25	03:55	03:30	Prep for EPC Mtg
THIRTEEN – Feb 22	09:00	05:45	03:15	
TOTAL	136:20	93:45	42:35	
AVERAGE HOURS	11:21	7:48	3:32	

CHART ONE - SUMMARY OF HOURS WORKED



4.3. Over the 13 week review period, as illustrated at Annex A, the Clerk recorded working for 136hrs 20 mins, an average of: 11 Hrs 21mins / Week (Parish Council 7hrs 48 mins and Parish trust 3 Hrs 32 mins / Week).

5. PAID HOLIDAY CALCULATION

5.1. The Working Time Directive (WTD) requires that each employee must have 28 days paid holiday per annum, based on a 5-day working week. If the Clerk works 10 Hours / week, a day is considered to be 2 hours. Therefore the equivalent of 28 working days holiday / annum provision should be made for $2 \times 28 = 56$ hours paid holiday / annum. Over a 13 week period (Quarter) this equates to 14 hours which should be added to the 136 hrs noted at Para 4.3 above – a total of 150 hrs over a 13 week period. This equates to 11.53 hrs / week.

6. NATIONAL BENCHMARK

6.1. The SLCC 2013 report (Reference B) makes a number of recommendations on the issue of Working Hours for the Parish Clerk. The report stresses that each Council is unique and therefore the duties undertaken by the Clerk vary enormously. However the table below extracted from the report sets out the minimum amount of time that is required to undertake basic tasks to the required standard:

Profile of Council	Minimum Hours per month
One meeting every two months – minimal services	17.5
One meeting a month – minimal services	26
One meeting a month – limited services (such as allotments, village green) – no employees	30.5
Two or more meetings (council and committees) a month - limited services	33
Two or more meetings (council and committees) a month – several services (such as village hall, recreation ground)	35

These figures have been compiled following a comprehensive survey of Clerk’s actual working hours across England and Wales. However, it should be noted that since the publication of the report in 2013, it is apparent that additional tasks have been delegated by County/District Councils to Parish Clerks.

6.2. Whilst North Luffenham Parish Council with its Trust responsibilities and 7 weekly meeting cycle does not conform directly to any of the profiles shown above, the most comparable profile would be “Two or more meetings/month and the provision of limited services”, which would suggest minimum hours of 33/month which equates to 7.6 hrs/week. (33 x 12 / 52 = 7.61)

7. REGIONAL BENCHMARK

7.1. Having approached every Parish Council in the County I have managed to ascertain the number of hours worked by some Parish Clerks within the local area. These are shown in the table below. All Parish Clerks intimated that they worked more hours than those funded by the PC and many indicated that hours were currently being reviewed.

7.2. A summary of reported funded hours is shown below:

PARISH	ELECTORAL ROLL	HRS / WEEK	
Cottesmore	1700	12	
Belton in Rutland	398	6 to 10	Variable
Barrowden	400	7	
Whissendine	1000	7	
Langham	1600	9	
Braunstone	390	4	(Just increased from 3)
Ketton	2000	14	Under Review
North Luffenham	638	6	

8. CURRENT FUNDING POSITION

8.1. Within the FY 16/17 precept submission, the Parish Council anticipated that additional funding would be required to increase the hours funded from 6 to 8 Hrs/Week. Additionally consideration was given to drawing upon reserves if this was considered inappropriate.

9. RECOMMENDATION

9.1. Based on both the National Benchmark and a review of the 'local market' shown above, it is possible to ascertain an appropriate norm for the post, which appears to be in the order of 7 – 9 hours. Bearing in mind the additional responsibilities and administrative burden of having to maintain a distinction between Parish Council and Parish Trust business I recommend that the Parish Council consider funding of not more than a total of 9 Hrs / Week. Consideration may be given to a proposal that the sum be divided, for example: 8 Hrs Parish Council Funded and an additional 1 Hr to be funded by the Parish Trust. However using Trust monies in this way may be considered contentious and an appropriate long term funding stream would need to be identified.

9.2. To ask the Clerk to work for 11.5 hours /week but be funded for 8 or 9 hours / week is in itself contentious and could only be achieved by creating more efficient ways of working (eg increased use of IT based business solutions); to consider ways in which Councillors could reduce the burden on the Clerk and/or to accept that some of the work undertaken by the Clerk reflects the Community responsibility and spirit of the post.

9.3. Based on the evidence contained in this report I would ask the Parish Council to consider what they consider to be the appropriate hours / week for the Parish Clerk.

PBG CUMMINGS
Chair North Luffenham Parish Council

ATTACHMENTS:

- A. Summary of hours worked and Weekly Time Sheets.
- B. ToR – Working Hours Review

NORTH LUFFENHAM PARISH COUNCIL
 REVIEW OF PARISH CLERK'S WORKING HOURS
 WEEKLY TIME SHEETS SUMMARY

WEEK	TOTAL	Parish Council	Parish Trust	Preparation & Research	PC Chair/Vice Chair	Servicing Council Meetings	Servicing PC Committees	Website	Administration incl Contract Management	Financial Administration	Personnel Issues	TOTAL
ONE	15:15	13:20	01:55	02:15	02:00	06:30	00:00	0	02:15	02:15	00:00	15:15
TWO	10:00	08:00	02:00	00:35	02:05	02:45	00:15	00:20	02:15	00:05	01:40	10:00
THREE	07:05	05:30	01:35	00:10	00:30	00:00	01:50	00:10	03:10	01:15	00:00	07:05
FOUR	08:05	03:15	04:50	00:25	00:40	00:35	00:00	00:00	05:10	01:15	00:00	08:05
FIVE	09:15	06:30	02:45	00:10	00:40	03:45	00:00	00:00	03:20	01:20	00:00	09:15
SIX	11:25	07:10	04:15	00:20	00:10	05:30	00:00	00:45	01:35	03:05	00:00	11:25
SEVEN	12:20	07:35	04:45	01:00	00:30	00:55	00:00	02:10	06:20	01:25	00:00	12:20
EIGHT	16:30	12:35	03:55	01:00	01:30	08:20	00:45	00:00	03:20	01:35	00:00	16:30
NINE	11:35	06:50	04:45	03:30	00:00	01:15	01:50	00:00	00:50	02:40	01:30	11:35
TEN	09:10	05:50	03:20	00:45	01:30	01:30	00:35	00:00	02:55	01:00	00:55	09:10
ELEVEN	09:15	07:30	01:45	01:30	01:20	00:00	02:00	00:00	03:10	01:00	00:15	09:15
TWELVE	07:25	03:55	03:30	00:00	00:20	01:25	00:45	00:00	01:40	03:15	00:00	07:25
THIRTEEN	09:00	05:45	03:15	02:15	00:45	00:00	00:00	00:00	04:55	01:05	00:00	09:00
TOTAL	136:20	93:45	42:35	13:55	12:00	32:30	8:00	3:25	40:55	21:15	4:20	136:20
AVERAGE HOURS	11:21	7:48	3:32	1:09	1:00	2:42	0:40	0:17	3:24	1:46	0:21	11:21

**TERMS OF REFERENCE
REVIEW OF PARISH COUNCIL CLERK'S WORKING HOURS**

1. PURPOSE

1.1. The aim of this review is to identify the appropriate number of working hours per week necessary for the Parish Clerk to carry out his duties to the satisfaction of the Parish Council. The review will cover the period 30th November 2015 to 31st January 2016¹ inclusive and make recommendations for any necessary changes to paid hours.

2. PROJECT OBJECTIVES

2.1. Identify the tasks undertaken by the Parish Clerk and identify the time taken to complete the necessary tasks on a weekly basis.

2.2. Review the weekly hours worked by the Parish Clerk and identify the time worked in support of:

- a. Parish Council
- b. Parish Trustee.

2.3. Ensure that the role of the Parish Clerk is accurately documented.

2.4. Make recommendations relating to the funded hours needed to complete the tasks undertaken in support of the Parish Council. The review will benchmark the hours worked against those of individuals in similar appointments in similar sized parishes.

2.5. Identify a methodology for approving and funding exceptional 'additional hours' worked. The review should liaise with LRALC to try to establish 'best practice'.

3. MEMBERSHIP

The review will be conducted by the Finance Committee:

Cllr Cummings (Chair)
Cllr Cade
Cllr Riordan
Cllr Sewell

The Group will seek input from other PC members in particular Chairs of Committees and Working Groups.

4. METHODOLOGY

¹ It is recommended that this period be extended to 28th February 2016 to ensure that the period under review is as representative as possible.

4.1 The Working Group will broadly follow the process outlined below:

- Initial meeting to review methodology 14th Dec 15. (tbc)
- From 30th Nov 15 to 31st Jan 16 Parish Clerk to complete a daily time sheet.
- Interim Review of progress by 5 Jan 16
- Consolidation of Time Sheets to be completed by Chair.
- Draft Report circulated for comment by 2nd Mar 16
- Final Report to be considered by PC on: 14th Mar 16

PBG CUMMINGS
Chair NLPC