

Clerk hours proposal - July 2022

The clerk's time log report shows that an average week is 29 hours – (excluding the time spent on CiLCA study). Currently the hours allocated to the clerk are 24.

The evidence of timesheets at the 3-month review in June (and over the last 12 months) indicates that the amount of work required for the Clerk and RFO role is still an average of 29 hours to keep projects moving and operate the day to day running of the council.

The clerk has not undertaken any extraneous work for the council, all the work undertaken has been either statutory, necessary for the smooth running of the council or project work, (projects focussing on the priority areas agreed by the council).

The Staffing Committee have reviewed the clerk's hours and recommend an increase to 29 hours (plus 5 for CiLCA study).

The clerk will keep a log of contracted time spent for review purposes and the hours can be reviewed annually as part of the annual appraisal in case they need to be adjusted.

The costs will only increase marginally between now and the end of October because the council has been paying overtime for the additional hours. Once the CiLCA is completed the costs will be as they are now.