

Portreath Parish Council

Staffing & Recruitment

17th June 2024

Observations:

Staffing:

- Working to hours/month is difficult to adhere to and causes confusion and unnecessary calculations. Difficult to monitor hours worked, additional hours & leave (Appendix 2).
- Inconsistency with number of hours per day for Statutory Leave v Bank Holiday (22/23 – Statutory Days: 6 hours; 23/24 – Statutory Day: 5 hours) (Appendix 3).
- Current informal way of working & communicating may not be appropriate for a team.

Recruitment:

- The Council should consider how we approach the recruitment of staff and contracts (New NALC Contract)
- CLUP Funding Application: New Staff by 01/03/25; Hours?; Job Description? Pay Scale? Advertising?
- Staff Induction/Training – Planning Required
- More staffing policies are required i.e. Staff Handbook.
- Lack of knowledge/experience in the Council in terms of HR & Employment Law.

(See Appendix 1 for Background information)

Staffing: Hours - Current Situation (See Appendix 2 for calculations):

Contract (hours per month)	Equivalent to (hours per year) (100 x 12)	Equivalent to (hours per week) (1200/52)	Equivalent to (hours per day) (23.08/4)
100	1200	23.08	5.77

100 hours per month provides an awkward number of hours per day (5.77 or 5 hours and 46 mins).

A determined number of hours per day/month would simplify.

Option to simplify by rounding up or down:

Potential Situation (defined number of hours per day):

	Hours per day	Hours per week (hrs/day x 4)	Hours per year (hrs/week x 52)	Hours per month (hrs/yr /12)
Rounded down	5.75	23	1196	99.67
Rounded up	6	24	1248	104

Flexibility should remain around actual hours worked per day, but this approach provides a defined number of hours for annual leave etc and a baseline for routine working hours per day.

Need to discuss this approach (pros/cons), look at budget and whether to round up or down would be preferable. Staff Consultation would be required.

Hours Options: (See Appendix 1 for Calculations)

Retain Current Hours: 5 Hours 46 minutes per day. No Contract change required.

Rounding Down:

- 5.75 hours per day (which is equivalent to 99.67/month or 1196 hours/year).
- This provides 4 hours less per year than contracted, but is a pragmatic solution.
- Needs full consultation with Staff. A change in staff contract would be required.

Rounding Up:

- 6 hours per day (which is equivalent to 104hrs/month or 1248 hrs/year).
- This provides 48 extra hours per year than contracted. Budget implications.
- Needs full consultation with Staff. A change in staff contract would be required.

Flexibility should remain around actual hours worked per day

Either rounding up, or rounding down would simplify the calculation of required hours per week, per month etc, regardless of the number of working days in each month, and *creates a defined number of hours for annual/statutory leave days.*

Agreed 'Additional Hours':

	Additional hours per year (max)	Equivalent to Additional hours per month (max) (hrs/year / 12)	Equivalent to Additional hours per week (max) (hrs/year / 52)	Equivalent to Additional hours per day (max) (hrs/week / 4)
	100	8.33	1.92	0.48

Easy to see how 100 hours per year 'additional time' may be used up routinely (= approximately 0.5 hours per day).

Potential that Additional hours should be agreed as part of work planning in the future (for example): An agreed additional amount of time for a defined task or project.

- Taking current situation into account – for 2024/25 the aim would be to NOT go over the additional agreed hours.
- Review **how** the agreed 'Additional Hours' would work once we employ another member of staff for 25/26 (if required).

HR Support Research:

Current informal way of working & communicating may not be appropriate for a staffing team.

I have contacted an organisation regarding HR. They currently support 15 Town and Parish Councils in Cornwall – our nearest being Carn Brea Parish Council.

Portreath Parish Council is a small parish, with currently 1 member of staff. We have acknowledged this is about to increase and we need to consider future proofing the council, for the employment of future staff.

The council should consider recruitment, what this means in practical terms and how we will achieve this.

This organisation can **EITHER** provide ongoing HR Services, for an annual fee OR they can provide one off support for: Contracts, HR Policies and Staff Handbook.

The services provided are for the benefit of all staff and ensures that the council are compliant and up-to-date with Employment Law.

This organisation has an in-depth knowledge of councils and close links with NALC. There will be other organisations that offer this type of service.

Summary & Proposal:

Staffing:

1. Routine Hours per day should be AGREED
2. Change in contract, if required (Reference: NALC New Model Contract)
3. Additional Hours to be reviewed for 25/26

Recruitment:

1. Recruitment – New Staff Member: What does this mean in real terms? Hours? Job Description? Pay Scale? Advertising Job? Contract? Staff Induction/Training Plan etc.
2. Consider ‘buying in’ external short-term HR Support – Staff Policies & Staff Handbook

Proposal:

A Staff Working Group should be formed, to look at the above highlighted Staffing and Recruitment issues (& any more identified).

We need to future proof the council to ensure that we are compliant employers; we have clear and robust policies in place (and Staff Handbook), that can be referred to by both staff and councillors.

Background: (Appendix 1)

HOURS:

It was acknowledged in the 4th March Full Council Meeting, that the agreed 'additional' hours for 23/24 had been exceeded.

It was acknowledged in the March Staffing Committee Meeting that the council needs to offer more support to the Clerk, to monitor hours and find a solution to bring the hours worked in line with the contracted 100 hours/month.

It was acknowledged that the new Parish Office would involve more Clerk time, which was not accounted for, and therefore was not included within the CLUP Funding application.

Actions:

Weekly Meetings were AGREED between Chair and Vice Chair of Staffing Committee with the Clerk.

These meetings are to support the Clerk, with any issues that they are facing, which would impact contracted hours and to help prioritise where required.

TRAINING:

It was AGREED at the Staffing Committee that the Clerk should request any training going forward.

Calculations Explained: (Appendix 2)

It is a challenge to work out the Clerks hours, based on 100/month.

The SLCC 23/24 Annual Leave Excel spreadsheet, equates The Clerks WEEKLY hours to: **23.08**

Current Hours:

$23.08 \times 52 \text{ weeks} = 1200.16 \text{ hours/year}$ (contract requires 1200).

$23.08 / 4 \text{ days} = 5.77 \text{ hour/day}$ (5 hours and 46 mins)

Proposed Rounding Down:

Rounding down 5 hours and 46 mins to 5 hours and 45 mins (5.75 hours)/day:

$5.75 \times 4 = 23 \text{ hours/week}$

$23.00 \times 52 = 1196 \text{ Hours/year}$ (4 hours short of 1200)

$1196 / \text{year} / 12 = 99.67 \text{ hours per month}$

Proposed rounding up:

Rounding up to 6 hours/day

$6 \times 4 = 24 \text{ hours/week}$

$24 \times 52 = 1248 \text{ Hours/year}$ (48 additional hours/year)

$1248 / \text{year} / 12 = 104 \text{ hours per month}$

Bank Holidays, Statutory Days & Annual Leave:

(Appendix 3)

The 24/25 Clerks Role is entitled to:

27 days of Annual Leave

2 Statutory Days Leave

Bank Holidays – These have varied over the past few years

PLUS any AGREED 'Additional Hours' or 'TOIL'

(= 37 Days Full Time Equivalent (FTE))

As an employer, PPC have an obligation to ensure that the Clerk feels able to take leave, when needed.

Currently, there are no policies in place for the Clerk to request Annual Leave, TOIL or time off (if hours have been worked), but there is an informal understanding that the Clerk informs the Chairman of the Council or the Staffing Committee. More recently, this information has been recorded in the Clerks Report which has become a welcomed regular addition to the Councils Papers.

Annual Leave this year has been calculated by SLCC Annual Leave Excel Spreadsheet – pro-rated as the Clerks role is not full time – This is calculated on 23.08/week.