

Office Staffing Proposals

Clerk

100 hours a month (**0.62 FTE**)

- Monday	Flexible Work Location		6 hours
- Tuesday	Office	9:30 – 3	5 hours (+ lunch Break)
- Wednesday	Office	9:30 – 4	6 hours (+lunch Break)
- Thursday	Flexible Work Location		5 hours
		Weekly Total	22
- Flexible hours: meetings etc...			4.6 per month
		Total	100 hours per month

- Allows flexibility to meet the needs of the council which fluctuate over the year.
- Allows flexibility to meet the clerk's family commitments, with the ability to work both in the office and from home, especially during the school holidays.
- SCP rate would increase when employing additional staff to approx. SCP 27

Office Staffing Proposals

Admin Officer Option 1:

CLERKS RECCOMENDATION

Set Hours

2 set days in office	Tuesday	9:30am – 1:30	4 Hours
	Wednesday	12 pm - 4pm	4 Hours

Flexible Hours/ month

Full Council meetings, minute taking
(usually first Monday of the month, Church Hall) 3 Hours

Meet the councillor or
minute taking at additional meeting of the council 3 Hours

8 hours a week set + 6 hours a month flexi

Monthly Hours: 40.6

Annualised Hours: 488 (0.25 FTE)

Approximate cost based on SCP 5 (£12.21/hour pay award pending)

£5958.48

N.B. not inc NI and Pension contributions

Suggested Office Opening hours:

M - By Appointment
T - 9:30 am – 1:30pm
W - 12pm – 4pm
T - By Appointment
F - Closed

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- Allows for regular office opening hours
 - Allows for a variety of opening
 - Likely to appeal to quality job seekers
 - 4 hour shifts would not require break time allocation to be included in working hours
 - Minimal cost to the council/ council tax payer (Precept increase)
 - Allows flexibility to include cleaning of the office community hub/ facilitating of hiring the community room

Office Staffing Proposals

Admin Officer Option 2:

Set Hours

3 set days in office	Monday	11-2pm	3 Hours
	Tuesday	9:30am – 12:30	3 Hours
	Wednesday	1 pm am -4pm	3 Hours

Flexible Hours/month

Full Council meetings, minute taking
(usually first Monday of the month, Church Hall) 3 Hours

Meet the councillor or
minute taking at additional meeting of the council 3 Hours

9 hours a week set + 6 hours a month flexi

Monthly Hours: 45

Annualised Hours: 540 (**0.28 FTE**)

Approximate cost based on SCP 5 (£12.21/hour pay award pending) **£6593.40**

N.B. not inc NI and Pension contributions

Suggested Office Opening hours:

M - 11am – 2pm
T - 9:30 am – 12:30pm
W - 1pm – 4pm
T - By Appointment
F - Closed

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- Allows for regular office opening hours
 - Allows for a variety of opening hours
 - Likely to appeal to quality job seekers
 - 3 hour shifts would not require break time allocation to be included in working hours
 - Allows flexibility to include cleaning of the office community hub/ facilitating of hiring the community room

Office Staffing Proposals

Admin Officer Option 3:

Set Hours

3 set days in office	Monday	11:30 – 2pm	2.5 hours
	Tuesday	9:30- 12pm	2.5 hours
	Wednesday	1:30pm -4pm	2.5 hours
	Thursday	12 – 2:30pm	2.5 hours

Flexible Hours/month

Full Council meetings, minute taking
(usually first Monday of the month, Church Hall) 3 Hours

Meet the councillor or
minute taking at additional meeting of the council 3.5 Hours

10 hours a week set + 6.5 hours a month flexi

Monthly Hours: 49.8

Annualised Hours: 598 **(0.3 FTE)**

Approximate cost based on SCP 5 (£12.21/hour pay award pending) **£7301.58**

N.B. not inc NI and Pension contributions

Suggested Office Opening hours:

M - 11:30am – 2pm
T - 9:30 am – 12:00pm
W - 1:30pm – 4pm
T - 12pm -2:30pm
F - Closed

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- Allows for regular office opening hours
 - Allows for a variety of opening hours
 - Meets the requirements in the grant application for creating a 0.3 FTE job
 - Less likely to appeal to quality job seekers
 - Less flexibility for the clerks working patters
 - 2.5 hours shifts would not require break time allocation to be included in working hours
 - Greater expense to the council/ council tax payer

Office Staffing Proposals

Clerk and Admin Officer Option 4:

Office Opening Hours:

M	9am – 2pm	Clerk	5 Hours	Admin	5 Hours
T	9am – 2pm	Clerk	5 Hours	Admin	5 Hours
W	9am - 2pm	Clerk	5 Hours	Admin	5 Hours
T	9am – 2pm	Clerk	5 Hours	Admin	5 Hours
F	Closed				

Flexible Hours

Clerk:

Full Council meetings, minute taking,
additional meeting and minutes,
other events and training 3 Hours

13.333 Hours/month

Total Hours Clerk

20 hours a week set + 13.333 hours a month flexible

Monthly Hours: 100

Annualised Hours: 1200 **(0.62 FTE)**

Total Hours Admin Officer

20 Hours per week

Monthly Hours: 86.66

Annualised Hours: 1040 **(0.54 FTE)**

Approximate cost based on SCP 5 (£12.21/hour pay award pending)

£12698.40

N.B. not inc NI and Pension contributions

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- Allows for regular office opening hours
 - Rigid Opening Hours
 - Exceeds the requirements in the grant application for creating a 0.3 FTE job (**Secondary outcome of the grant**)
 - Meets the suggested opening hours and open-door policy of the grant application (**not a measured outcome**)
 - Minimal flexibility for the clerks working patterns
 - Allowing breaks would be difficult if trying to keep the office accessible at all times without further extending the working hours of both the clerk and admin assistant.
 - Greatest expense to the council/ council tax payer
 - Would not allow flexibility for Admin officer to assist with minute taking and other tasks outside of the opening hours, without further expense.
 - Most likely to attract additional costs such as NI and pension contribution

Office Staffing Proposals

Suggestions for increasing office opening hours and council accessibility

- **Coffee mornings/afternoons** hosted by the councillors and Admin Officer out of normal office opening hours
- **Councillors Surgeries** hosted by councillors
- **Hot desking opportunities** – offering working space to local clerks. Many of the mining villages clerks work from home. Allowing desk space when admin officer is not working on a booking basis would allow for additional opening hours. Not to mention the networking opportunities this would create and the positive impact on clerks (not just ours) mental health. Working from home, can be a very lonely place.
- **Councillor Support** – Councillor rota for office support to allow for additional opening, including facilitating the community hub being open for free access by members of the public, provision of tourist information
- **Volunteer Support** – Volunteer rota for office support to allow for additional opening, including facilitating the community hub being open for free access by members of the public, provision of tourist information