

Report on Temporary Staffing Structure Proposed by HR Committee

The HR Committee considered the staffing structure required to ensure that we could function while we awaited a full time clerk taking up their post. It was likely that the clerk would be on 3 months notice, so that the gap would continue until mid May.

The proposal agreed was to appoint one or more clerk's assistants to take on the roles of:

1. Dealing with the clerk's email and forwarding according to the instructions – instructions to be brought to Full Council
2. Allotments administration
3. Accounts administration to include getting quotes and tenders and commenting on the financial aspects of those received, and preparing the financial material for the audit.

None of these posts would take the legal responsibility – they would all report to Lesley and she would retain overall responsibility.

Job descriptions for the posts proposed are, as agreed last meeting, on the website. There is one minor amendment: the two VAT returns mentioned in the Financial post are not due: we are not registered for VAT as we are below the threshold, and we make a claim annually with similar information. The work involved is very similar.

We estimate the hours and appropriate salary band for the posts as:

Email: 1 hr a day, daily as far as possible so 5 hrs a week Pay: S01 scale hourly, £16-17 an hour

Allotments: 20 hrs in the first month, 5 hrs a month thereafter to be worked flexibly on demand. S01 scale £16-17 per hour. To liaise with the warden, with the warden doing most of the on-site visits.

Finance: 10 hours a week. Hourly: S01-S02 scale £16-£18 an hour

This leaves the clerk servicing meetings, advising on and assisting with policy development, representing the Parish at a few functions (in most cases they are all-parish sessions so she would attend anyway, and most of the rest have the option of councillor representation instead) and tasking overall responsibility for all the legal compliance and managing the staff.

The whole existing job description is covered.

Duration of posts: All to start as soon as possible. Allotments and Accounts provisionally until 2 weeks after the permanent clerk takes up the post. Email until 2 days after the clerk takes up the post. Possible extension of the Accounts post to cover advice during the audit to be negotiated at the time depending on progress with the audit.

The budget allows for the appointment of an additional part time officer to assist the clerk once they are full time, in anticipation of an overload once community engagement ramps up. The committee felt that this would be better determined once the clerk was in place, and could assess the normal workload, and decide which parts, if any, they wished to delegate. For instance, depending on their own skills and inclination, they might wish to propose a part-time RFO, or a part-time community engagement officer.