

HR-26-19 Staffing Notes

Training undertaken/in progress:

Clerk – Digital AGAR, Fire Warden, Martyn's Law, Manual Handling, Lone Working, Health and Safety

Events & Liaison Coordinator – Risk Assessments, Martyn's Law, Manual Handling, Lone Working, Health and Safety

Admin Assistant - Manual Handling, Lone Working, Health and Safety

Lone working:

- Discuss whether there should still be two members of staff working together at one time in the office.
- Discuss upstairs access/locks and overall safety. The double doors on inspection do not qualify as safety or fire doors, due to the lock holes and age/condition.
- Discuss any recommendations to Full Council for addressing the above.

Overtime:

The Clerk took most of the accrued overtime owed throughout August. Her balance was 10.5 hours at the end of August. This was reduced from 27 hours. The Clerk claims no overtime pay. The Clerk will aim to take more TOIL accumulated in October and November. At the end of September, the TOIL balance was 17 again due to additional meetings and workload. Recent overtime was for 5 meetings in September, re-submission of a grant application (twice), preparing for the grants committee meeting and follow up, the Mayor's CDF administration/finance etc. Analysing the hours, the current *average* is 16-17 hours per week. Busier periods are during budgeting, auditing, when various committee meetings arise together and reporting for funded projects. July/August and December are quieter.

Members are asked to consider whether the Clerk's hours need to be changed or if all parties are happy to continue the use of TOIL for overtime.

The Events and Liaison Coordinator was paid 24 hours overtime for Summer Warsop News design and will be paid 36 hours overtime for the Autumn & Winter Warsop News design (spread over September, October and November). She did not claim 7 hours of overtime for the Shake it off event (12 hours was agreed), she has taken TOIL instead. She will be claiming T&S for travel to the event. 1 hour is currently owed in TOIL.

The Administrative Assistant has accrued two hours overtime at the Shake it Off event, this will be taken back as TOIL at a convenient time.

Staff swapped days over the summer holidays to cover annual leave and keep the office open as much as possible, with two staff in together.

Budget:

Members are asked to consider now, whether there should be any proposed changes to working patterns, staff contracted hours and pay rates from April 2027. This should include whether to budget for Warsop News design to be done in house next FY and whether to allow for 3 or 4 editions.