

SIPC CLERK'S HOURS

My contracted hours, as agreed in 1999, are 7.5 hours per week (390 per year) at an hourly rate that is set by the Spinal Column Point that is decided by the Council from the prescribed range for Part-Time Clerks. The Spinal Column Point ranges from 15 to 27 and I am placed at 27, i.e. the highest SCP, which for 2017/2018 equates to an hourly rate of £12.564 (in line with the national pay agreement for part-time Clerks of local councils)

Any hours I work in excess of the contracted hours are overtime hours and these are paid at the same rate as the basic hours. Overtime hours have increased sharply since April 2014 from nil in 2014-15 to over 80 hours in 2016-17 and is already at 183 hours to 31 December 2017 (69 of which are on NP).

I also receive pro-rated statutory holiday pay based on my normal hours. Holiday pay for overtime should be also be paid (but has not been) where these hours are regular rather than being genuinely occasional.

The Chairman asked me to implement time recording which I started on 13th September 2017. The attached Excel spreadsheet shows how my time has been spent for each day for the period 13 September to 31 December 2017.

This table shows the summary of my recorded time to 31 December 2017.

Month/Hrs	Email/Admin	Meetings	Minutes	Finance	Website	NP	Total
Sep 2017 18 to 30	10:55	4:55	4.25	0:45	0:10	4:05	25:15
Oct 2017 1 to 31	42:05	8:55	3:00	7:40	1:25	17:35	80:40
Nov 2017 1 to 30	44:55	5:10	12:40	3.35	1:20	20:50	88:30
Dec 2017 1 to 31	26:20	2.30	1:10	17:20	0:30	16:25	64:15

To put these hours into perspective the table below shows the hours I have worked for the three years from 2014/15 to 2016/17 together with the hours worked this year up to 31 December 2017.

The table also shows the main demands on the Clerk's time over the last 3 ½ years including regular work matters and projects, topics or issues arising.

In addition, regular time is spent on making or receiving telephone calls, on-site meetings, training days, filing, and the accounting for finance and banking. Work is usually spread randomly across 7 days a week in varying degrees including holidays.

CONCLUSIONS

1. Although it is possible, it is not likely that the Clerk's hours will revert to the 1999 level of 390 per annum as the norm, albeit it served us well for some 15 years.
2. For a council of our size, 11.5 hours per week (598 hours per annum) is currently suggested in the local government press as a benchmark; by comparison Milland of similar size to us allows 13 hours per week (676 hours pa) for the Clerk's work.
3. In the draft budget I have allowed for changing the Clerk's hours to 10.5 hours per week (546 hours pa + 58:48 holiday pay + overtime) but this is obviously a decision for the Council.

MAIN ELEMENTS OF CLERK'S TIME WORKED FROM 1 APRIL 2014 TO DECEMBER 2017

2014-15	TOPICS	REPORTS/ LETTERS	MINUTES
<p>Emails Inbox: 830 Sent: 1,768 Total: 2,598</p> <p>Hours paid: 398.75* Holiday hours: 30 Overtime hours: nil Earnings: £4,240.01</p> <p>*Subject to b/f & c/f hours.</p>	<p>Set up At Risk group Common View parking & 20mph request Minsted Sandpit SSA pavilion Trees in Rother</p>	<p>Parish Magazine. Planning: Land at Sorrells, Minsted Farm St Cuthmans SWT signs, Winter Plan Chairman's Report Budget Risk assessment</p>	<p>7 x SIPC 1 x Annual mtg 1 x APM 11 x Planning 1 x At risk</p>
2015-16			
<p>Emails Inbox: 1,491 Sent: 2,277 Total: 3,768</p> <p>Hours worked: 419.50* Holiday hours: 30 Overtime hours: 35 Earnings: £4,789.79</p> <p>*Subject to b/f & c/f hours..</p>	<p>Watershed. Iping road signs. Broadband. Website. SDLP meeting. SSA licence, Parking RG and old club Minsted Sandpit. New bins Fencing Iping PI</p>	<p>Parish Magazine. Reviews: Standing Orders Finance Standing Orders, Freedom of Information requests, Data Protection Act TB outbreak, SD Local Plan Planning: Hamilton Arms New insurance contract. Winter plan Chairman's Budget Risk assessment</p>	<p>9 x SIPC 1 X Annual mtg 1 x APM 14 x Planning 1 x At risk 1 x SSA licence (Stedham Sports Association)</p>
2016-17			
<p>Emails Inbox: 2,338 Sent: 2,304 Total: 4,642</p> <p>Hours worked: 471.50* Holiday hours: 30 Overtime hours: 70 Earnings: £5,362.56</p> <p>*Subject to b/f & c/f hours.</p>	<p>Website live Minsted Sandpit, Telephone boxes renovate Watershed, EHL 50th party, Minsted Sandpit RG parking, EHL W Sussex award Archiving</p>	<p>Parish Magazine Publication scheme Planning: St Cuthmans ap Farnborough Air Winter plan Chairman's Budget Risk assessment</p>	<p>7 x SIPC 1 X Annual 1 x APM 12 x Planning 1 x At risk 1 x St Cuthmans</p>

2017-18 (1 to 26 Dec)			
<p>Emails Inbox: 2,261 Sent: 2,110 Total: 4,371</p> <p>Hours worked: 452.50* Holiday hours: 20 Overtime hours: 151.50 Earnings: £3,518 to Nov)</p> <p>*Subject to b/f & c/f hours.</p>	<p>RG parking GDPR, Minsted Sandpit Watershed SALC training, Neighbourhood Plan, CV parking</p>	<p>Parish Magazine Planning: SDLP Sawmills Land N Sorrells, SD Local Plan Winter plan School consultation Budget. Risk assessment</p>	<p>6 x SIPC 1 X Annual 6 x Planning 1 x At risk 7 x NP</p>