

LEDBURY TOWN COUNCIL

RESOURCES COMMITTEE	19 MARCH 2020	AGENDA ITEM: 4
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Report prepared by Angie Price – Town Clerk

TOWN CLERK TIME OFF IN LIEU (TOIL) ACCRUED

Purpose of Report

The purpose of this report is to advise Members of the Resources Committee of TOIL accrued by the Town Clerk due to attending meetings, conferences, events and workload pressures for the period 7 January 2020 – 11 March 2020.

Detailed Information

The Town Clerk's contract states that any hours worked in addition to the normal 37½ hour working week will be managed as follows:-

Hours worked Monday – Friday in addition to normal working hours will be reimbursed as Time off in Lieu (TOIL). Hours worked on Saturday, Sunday and Bank Holidays will be reimbursed as overtime at basic rate.

As a result of this the Clerk has worked the following additional hours, to be recorded and reimbursed as TOIL for the period 7 January 2020 – 11 March 2020.

	8-31 Jan	1-29 Feb	1-11 March	Total
		CARRIED FORWARD		39.15
Time Worked	31.25	29:00	17:00	77:15
Time Taken	04:45	0	0	04:45
January – March Totals	23:50	29:00	17:00	72.15

Carried forward	39.15
Jan-March 2020 outstanding total	<u>72.15</u>
Overall total TOIL hours accrued	<u>111.45 (as at 11.03.2020)</u>

Members are also advised that the annual leave period for 2019/20 ends on 31 March 2020 and that it should be noted that currently the Clerk has 11.5 days still outstanding. The NJC Terms and Conditions allow for an employee to carry over 5 days in exceptional circumstances, which Members have previously agreed with the remaining 6.5 days of annual leave being paid to the Clerk due to her being unable to take leave due to the workload over the past twelve months.

Recommendation

1. That Members consider how to manage the current excessive TOIL amount accrued by the Clerk of 111 hours 45 minutes
2. That Members note that the Clerk will carry over 5 days annual leave with the remaining 6.5 days being paid, subject to the Clerk reducing this amount before the end of March 2020.