



Emma Kearney <clerk@islipparishcouncil.gov.uk>

RE: Clerk Hours Review

1 message

p.d.solutions@zen.co.uk <zen44955@zen.co.uk>
To: Emma Kearney <clerk@islipparishcouncil.gov.uk>

3 October 2024 at 12:35

Hi Emma

We've reviewed your Job Description against the national full time template for a Clerk / RFO.

Your JD has 80% of the activities listed on the template. Simple maths would therefore put your hours at 80% of the full time 37 per week, giving your 30 hours.

However, the following need to be taken into consideration. What you don't have is:

1. Management responsibility for any staff.
2. Management of burial grounds. This is the responsibility of another person.
3. With a precept of £23611 it may be reasonable to say that engaging contractors and tendering exercises will be less demanding than for a LC3/4 Council.
4. With regards RFO activities, although the Accounts are taken up to Year End submission for audit, this is only at LC1 level, which would not require a high degree of input.

These are all time consuming activities and would normally require 30-40% of the Clerk's time.

Consequently our assessment is that due to the above, the reduction against full time hours would be in the region of 40-50%. This would allocate 18.5 to 22.2 hours.

In light of the above we have evaluated the post requiring 15-20 hours per week.

We have not provided a specific number, but provided a banding to take into account fluctuations due to seasonal demand, and other events, such as summer fairs, Christmas markets, etc.

Kind regards

Chris Moses LLM Chartered FCIPD

Personnel Advice and Solutions Ltd