

KETTERING TOWN COUNCIL

REPORT FOR DECISION

Item No:- SC22/004

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| Committee:- | Staffing Committee |
| Date:- | 5 TH October 2022 |
| Author:- | Martin Hammond, Clerk |
| Report Title:- | Deputy Clerk – increase in hours |
| Wards Affected:- | None |

1. Purpose of Report

To seek the committee's agreement on an increase in the number of hours/week that the Deputy Clerk is employed for.

2. Recommendations

The clerk recommends that the employment contract for the Deputy Clerk – Events and Communications – be varied to increase the number of hours to 28 per week, with effect from 1st December 2022.

3. Information

3.1. The job description for the post of Deputy Clerk, Events and Communications was agreed by this committee in February 2022, and the current postholder started in late May 2022. Her contract is for 16 hours a week (which is currently fulfilled by working four hours/week Monday to Thursday), with the option for casual hours to be added. Weekend working attracts a pay of £25 per hour, although that has only been necessary twice to date. The postholder also provides some cover for the clerk on corporate issues and during his absence.

3.2. The requirements of the role have shown that 16 hours is not enough to properly meet the Council's aspirations of organising a regular series of events and to improve its communications. Emma has done a very good job in the short time she has been with us, but in August, an extra 21 hours was worked (admittedly the clerk was on leave for one week in August) to keep on top of the workload, much of which is time sensitive by the very nature of the job.

3.3. In addition, it is likely that the events workload will increase steeply in 2023, compared to 2022, as a result of:-

- The desire to run Kettering by the Sea next summer
- The possible increase in the number of street food Saturdays next year
- The likely withdrawal of NNC from all events management in Kettering from next April including Christmas lights provision and the need to pick up this workload as well.
- A policy of seeking sponsorship of events being introduced and the time taken to manage that
- The recognition that Kettfest needs much more support than originally understood for next year, especially as it will have a new co-ordinator in 2023

3.4. Taken together, it is proposed that the hours be increased to 28.

4. Consultation and Engagement

The post holder would be happy to work 28 hours a week.

Council would need to approve this change to the contract, but can only do so on the recommendation of the Staffing Committee.

5. Finance, Legal and Resource Implications

5.1. The budget for the post in this financial year was £18000 (salary, plus employers pension and national insurance costs). Because the post was vacant for some weeks in May and June, there was headroom to pay for additional hours over the summer, but that will shortly be used up.

5.2. The extra costs in this financial year of an increase in hours from Dec 1st 2022 would be £4812 and in a full financial year the total cost would be £34587 (this assumes no change in national insurance rates, and the full year effect of pay awards for this year and next).

5.3. For this financial year, the costs can be met from within the overall budget because of underspending elsewhere within it. For next year, the costs need to be included in the draft budget, hence the need for a discussion now.

6. Policy Implications

The increase in hours would help fulfil the Council's objectives in respect of events management and communications.
