

Ferndown Town Council Overtime and Time off in Lieu Policy

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1. Statement of Intent

- 1.1 The Town Clerk and Personnel Committee are responsible for ensuring that this policy and procedure is implemented appropriately.
- 1.2 Employees have a responsibility to ensure that they comply with this policy and the related procedure. Abuse of the provisions will be treated as a disciplinary matter.
- 1.3 This policy and procedure will be reviewed on a regular basis to assess their effectiveness and appropriate changes made in accordance with established practice.

2. Overtime

- 2.1 The Council will set an overtime budget in its annual budget, available for the next financial year.

2.2 Management of overtime

- 2.2.1 The Town Clerk is required to attend meetings of Council unless delegated function to another member of staff. The Town Clerk must (unless on pre-agreed holidays) attend: all Full Council meetings, Personnel, Finance and General-Purpose, Barrington Centre Management Committee, KVG Management Committee and KGV Sole Trustees meetings; the Annual Parish meeting, and Annual meeting of the Council. The Town Clerk will not be paid overtime for attendance at such meetings and will keep a log sheet of any additional hours worked (TOIL) which will be monitored by the Chairman of the Personnel Committee. No more than 50 hours during a six-month period will be allowed to build up.

- 2.2.2 The Committee Administrator is required to attend the following Council committee meetings: Planning Consultative, Natural Environment, Barrington Centre Management, Services and Assets, Allotments Working Group and Traffic Management Working Group. The Committee Administrator will not be paid overtime for attendance at such meetings and will keep a log sheet of any additional hours worked (TOIL) which will be monitored by the Clerk. No more than 50 hours will be allowed to build up. Any attendance at any other meetings of the Council will be agreed by the Town Clerk.

- 2.2.3 Office and non-office staff that do not have responsibility for administering committee meetings will have the opportunity to attend Council meetings and events throughout the year. These events will be treated as additional hours, pre-arranged and authorised by the Town Clerk for pre-arranged duties at events, and subject to budget constraints. This will be paid at their normal hourly rate of pay or TOIL as agreed between member of staff and the Town Clerk.

- 2.2.4 All office staff will keep a log sheet of any additional hours worked, which will be reviewed by the Town Clerk monthly. These additional hours will be taken as TOIL. No more than 20 hours TOIL will be allowed to build up.

- 2.2.5 The Lengthsman will from time to time be expected to attend the Asset and Services Committee meetings for the purpose of technical support and provide verbal reports. Overtime will be given at the normal rate of pay.
- 2.2.6 The Lengthsmnan may also be required to undertake duties at weekends that incur agreed overtime pay at the normal rate of pay for the following duties: waste clearance and emergency work as directed by the Town Clerk.
- 2.2.7 Any staff that are requested to work additional hours by the Town Clerk for pre-arranged duties will be paid overtime at the normal hourly rate and will be subject to budget constraints.

3. TOIL

- 3.1 Time off in lieu (TOIL) is time taken off work to recompense for additional hours worked outside of normal working hours.
- 3.2 This policy applies to Council employees involved in administering Committee meetings and planned ad hoc events. Council recognises that TOIL allows office staff to respond flexibly to service the Council's needs. Council also recognises that it has a duty to protect the health and safety of its staff by ensuring that they do not work too many hours.
- 3.3 TOIL is accrued when hours are worked outside of normal working hours for operational reasons. Employees who work specific hours may accrue TOIL for hours worked outside their normal working hours.
- 3.4 Management of TOIL
 - 3.4.1 TOIL must be authorised by and booked in advance with the Town Clerk .
 - 3.4.2 TOIL should be taken as soon as is reasonably possible after it has been accrued.
 - 3.4.3 The Town Clerk will only authorise TOIL where the work can only practically be undertaken outside of normal working hours. This will enable staff who have accrued TOIL to take this at a time which is operationally viable but without unreasonable delay and ensure working hours do not exceed those stipulated by the Working Time regulations.
 - 3.4.4 Employees who choose to work outside of normal working hours through personal choice cannot accrue TOIL.
 - 3.4.5 The Clerk's TOIL is managed by the Chairman of the Personnel Committee.