

Changes to Council's Working Week

Council Report

Date: **Monday 12 December 2016**
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Staplehurst

Parish Council

REPORT RECOMMENDATIONS:

Members are asked to note this report and **approve** that Staplehurst Parish Council shall operate a four-day working week, Monday to Thursday, with effect from 1st February 2017.

1. BACKGROUND

Chairman Silkin tabled the agenda item 'Four Day Working in Parish Office' at the Strategy & Policy Group.

This was on the agenda of the Strategy & Policy Group meeting on 18th May 2016 and was deferred for discussion at the next meeting.

Four Day Working was discussed at the Strategy & Policy Group Meeting on 22nd June 2016, where the meeting was supportive of the idea and the Clerk was to investigate the practical issues. The Report of the Meeting was presented to the Full Council at the 4th July 2016 meeting and was noted.

An update on the practical issues was presented to the Strategy & Policy Group on 8th August 2016. The Clerk reported that the office team had met to discuss possible changes to the office layout and associated requirements. The Report of the Meeting was reported to the Council on 15th August 2016 and was deferred to the next meeting of the Full Council on 5th September 2016, where the report was noted.

In the short term, further work on possible modifications to office layout, etc. is on hold pending the imminent reduction of staff from three to two.

2. CURRENT POSITION

Currently, the Parish Office operates a five-day working week, Monday to Friday. The Parish Office is covered as below:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clerk	✓	✓	✓	✓			
Asst. Clerk	✓	✓	✓				
RFO				✓	✓		

Public opening hours are four mornings a week.

3. PROPOSED CHANGE

The proposal is to operate a four-day working week, Monday to Thursday from **1st February 2017**. The Parish Office will be covered by both Clerk and Assistant Clerk working Monday to Thursday. Extended coverage of the office Monday to Thursday is provided by the Clerk's contracted full-time hours.

The proposed changes would not affect the contractual terms, and would only affect the practical operation of the Parish Office.