

DUFFIELD PARISH COUNCIL

REPORT TO : Strategy, Finance and General Purpose Committee

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ADMINISTRATIVE AND COMMUNICATION OFFICER POST

Recommendation

Members make the position a permanent position-10 hours per week and add the permanent position to the Council's establishment.

Background

The post was created last year on a temporary basis to assist the Clerk with administration and communication.

Evaluation

The new post has assisted the Clerk greatly since being recruited to in January 2015. Amongst other things the new post has in the last 6 months at 10 hours per week

- populated and uploaded the vast majority of information onto the new web site
- assisted with publicity and communications including a number of articles for the Duffield Scene
- set out the Duffield Action Plan
- set up easy fund raising
- uploaded news items, tweets and facebook updates
- taken on the majority of the Council's ordering
- designed and ordered the name badges
- clean up project application form
- war memorial trust application
- updated the photographs on the web site-started a DPC photo gallery
- drafted various policies

As a result the Clerk has been able to control her hours. At the start of the year the Clerk had 59.75 hours in excess, she is now 48 hours in excess. So therefore the Clerk has worked less than 20 hours a week. In the same period in 2014 the Clerk's excess hours increased from 89.5 to 157.5. The Clerk was paid 100 hours excess during this period. During this equivalent period the Clerk's hours increased by 68 hours.

Options, Risk and Financial Implications

Option 1-Recommended Option

To make the post permanent.

Option 2

Not to make the post permanent. To allow it to expire at the end of the year or to extend for a period of a further year.

Option	Risks	Financial implications
1	<ul style="list-style-type: none">• Financial implications	<ul style="list-style-type: none">• to be advised