

**Swaffham Town Council****COMMUNITY EVENTS & UNSOCIAL HOURS POLICY**

A policy statement on staffing levels or HR issues relating to community events where the Town Council are involved either as participants, partners or as chief organisers, must be looked upon by the Council as the employer, in the same way as any other part of their administration.

The Town Council staff will service the Council's activities where it is deemed necessary for them to be in attendance, this includes both civic and community events where a minimum notice period of two months (where possible) shall be given and a staffing level agreed upon in advance, with the Town Clerk. In 95% of occasions where additional time is worked for un-social hours, covering for holiday or sickness and servicing civic or community events, the members of staff concerned take 'Time-Off-In-Lieu' of the additional time worked (i.e. TOIL). TOIL helps the Council keep within their salary budget.

On average staffing at events will be in the region of £500 - £700, depending on which staff are available and the complexity of the event. The actual cost after TOIL is taken is no more than £100 - £140 in overtime that is paid, but it should be noted that this is budgeted for as part of the Salary Overtime Budget. Members of the Council are in a unique position, as they give freely of their time to the Town, as an elected member, it is their duty to do so. Part of their duties also include acting collectively as the employer of their paid staff. No pressure should be applied by any elected member towards any member of staff to give of their time freely.

Notwithstanding the above, the staff by each of their defined roles are community minded. They will all represent the Council to the best of their ability in whatever they are tasked to do, and the team ethic often determines that they give that bit more than 100%, to help their work colleagues, this is what they regularly give of themselves voluntarily by their choice. In conclusion, the staff are not therefore volunteers, the Personnel Committee will monitor the staff / councillor relationship, as this is an employee / employer relationship.

- **Out of hours/Event attendance by staff** – it is appreciated that the Town Council do hold events and that they need to be staffed and this policy is coupled with a review of job descriptions so that staff all are clear on the expectation of Councillors as employers and the staff as employees.
- **Unsociable Hours** – standing orders of the Council state that Council meetings should not go on past 9pm, unsociable hours are therefore quantified as after 9pm and before 7am. To reflect the impingement on the staff of working unsociable hours, this shall be remunerated at time and a half.
- **Volunteering for events with no pay** – employees should not be expected to volunteer for events, and do not want to be asked as they are concerned that to say 'no' often offends.
- **Working at Events** - Staff will attend and work at events outside their normal working pattern and a minimum of two months notice shall be given (where possible), events staffing levels shall be negotiated within the office with people taking turns to work/attend similar to how holiday cover is negotiated. Staff have the choice to work or not.
- **Remuneration** – staff have the choice of being paid or taking toil.
- **Event days** – events on a Saturday, Sunday or Bank holiday may be more difficult to attend and the level of remuneration reflect that fact, Sunday or Bank Holidays are therefore remunerated at double time, Saturday at time and a half. These rates are only for hours worked over and above their normal contracted hours.