



Saxilby with Ingleby Parish Council

Staff re-charge

NON-CONFIDENTIAL

Report by: Clerk

Date: 20th April 2021

Report to: Finance Committee 04/2021

Background

Council previously agreed to the (re)introduction of more detailed timesheets.

These will inform the recharge of staff costs to appropriate budgets to help determine the true cost of providing different services, and aid future budget setting.

The process of capturing the timesheet information must not be onerous or too time consuming. March Finance Committee agreed that a solution should be explored which is easy to use but fit for purpose.

Timesheets should be applied to all staff.

Level of time recording

For Grounds staff it may be sufficient to record time to the nearest hour or could be to 0.5 hours

For Admin staff, due to the nature of the work, it may be necessary to record time to the nearest 0.5 hour.

Recording of time at any more detailed level will create more additional administration work

Suggested headings:

As per budget heads

Headings on timesheets can be determined based on the existing Cost Centres, and where appropriate further split out under the Account Code (A/CC) - for example the Village Maintenance Cost Centre (CC) would also then need further breaking down by the A/CC to provide meaningful information such as

Village Maintenance (CC) LCC grass cutting (A/CC) and

Village Maintenance (CC) WLDC litter picking/bin emptying (A/CC) etc



RECOMMENDATION(S):

That Council notes the update and:

- 1. Agrees timesheets are implemented from May**
- 2. Clerks to create timesheets for staff in each service area to use**
- 3. For Finance Committee to review timesheets and data collected at July meeting in case the level of detail of the information being collected requires adjusting**