

	<i>Meeting (No)</i>	HR Committee (2)
	<i>Date</i>	8 September 2026
	<i>Document</i>	<i>Ref No</i>
	Scheme of Delegation: Additional Hours	HR2/16

Purpose

To consider providing delegated authority to the Chief Officer to allocate additional hours for the specific purpose of alleviating pressures of unplanned short-term staff absence.

Scheme Details and Parameters

- The purpose of this scheme of delegation is to alleviate pressures of short-term unplanned staff absence. The scheme does not extend to planned absence such as annual leave or to the mitigation of workload pressures unrelated to staff absence.
- For the purposes of this scheme of delegation, the duration of a single episode of short-term absence is defined as being no more than four weeks (28 working days).
- Hours to be allocated to existing part-time Neston Town Council employees only.
- Additional hours to be paid at an employee's standard rate of pay.
- The delegation requires the Chief Officer to consult the RFO and to confirm the availability of funds prior to allocation of additional hours.
- Delegated authority will not exceed a combined maximum of 37 hours in any single financial year (ie the equivalent of one full time week in total per year, rather than one week per part-time employee per year).
- Additional hours to be allocated only if the Chief Officer decides that they are required for the smooth-running of the organisation.
- This scheme of delegation excludes the employment of interim staff.
- In the absence of the Chief Officer, this delegated authority will be assumed by the Deputy Chief Officer.

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