

To confirm the request to alter hours during the summer months as laid out in the contract for Conservation Warden.

As you are aware Abi the storage unit was fitted over Stockbridge today which has taken up all of my hours for this week, as you are also aware I have been on holiday but walking round Stockbridge today it is obvious that a considerable amount of growth has taken place which need attention before it gets out of hand. my present work arrangement is I work 7 hours a week, the new store will need my time to fit out and purchase equipment. I feel as I said at my interview that the work over Stockbridge is seasonal we are entering quite a busy time at the moment and I feel more time is needed, on the contrary later in the year work will be less, would the council consider letting me do more hours over the summer period and balance my total annual hours later in the year.

Thanks Keith

Extract from the Conservation Warden contract below shows confirmation that Council are happy for the Conservation Warden to vary hours per week to suit the seasons – hours will be reported to the office with an ongoing record kept for the 12 month period going forward. If any time is owing, either way, this shall be presented to the HR Panel for review at the end of the 12 month period.

Could Committee confirm that we will continue to pay a monthly salary based on 7 hours per week. Any extra time will be presented to the HR Panel for review as agreed in the contract.

12. HOURS OF WORK

12.1 Your normal working hours including holidays are 7 hours per week, but this should be seen as flexible and workload dependent. Your days and hours of work will be agreed with the Clerk and may vary from week to week and month to month, increasing for example during summer months. At other times monthly hours may be less than the nominal 7 hours. A detailed record of hours and activities must be kept by you and presented to the Council each month so that over the period of a year the Council can see how the actual hours worked are utilised. It is your responsibility to manage the tasks and workflow within your overall annual contracted hours. You will seek permission should your predicted annual hours exceed an average of 7 hours per week. If any single period of work is six hours or more you are entitled to a 30-minute paid break.