



NORTH TAWTON TOWN COUNCIL

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This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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Version	Point(s)	Description of Change	Date

THIS IS A CONTROLLED DOCUMENT

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Purpose

This policy aims to ensure that procedures are in place to enable staff who work more than their contracted hours when necessary and appropriate. It also aims to ensure that staff are recompensed for carrying out such work, in a fair and consistent manner. This policy (along with the procedures outlined within), is applicable to all staff, regardless of service and covers hours that have been worked that are more than employees' contractual obligations.

Policy Statement

North Tawton Town Council is aware that there are circumstances which necessitate the working of additional hours (above an employee's normal contracted hours), such as to cover absences, to catch up on deadlines, to complete jobs which have run over schedule and to deliver successful events. The timely and accurate delivery of Council services is paramount and will not normally be practical for additional hours to be authorised in advance by the Full Council. The Council will endeavor to ensure that all authorised paid additional hours in the interests of the Council and that the benefit outweighs the costs.

As a conscientious employer, North Tawton Town Council seeks to ensure that workloads are planned according to the resources available and as such, the need for staff to work additional hours, should be kept to a minimum.

The Council advocates and will actively encourage the use of flexi Time/TOIL in advance of paid additional hours to promote a good work life balance for its employees.

General Provisions

There are occasions when, due to work requirements and NTTC events, employees are required to work additional hours above their contracted terms, to ensure the delivery of Council services. These additional hours can either be taken as flexi time/TOIL, or if approved by the Full Council, be paid in arrears, at the employees' normal rate of pay.

Payments will only be made for authorised additional hours in excess of five hours above the employees' monthly contracted hours. Any extra hours worked below five hours will remain on the employees' time sheet, until a time when the hours have either been taken as flexi / TOIL, or have accumulated above the minimum requirement.

Office Staff

All office staff are provided with an electronic time sheet that is pre-populated with the individuals contracted hours and automatically calculates the variances for hours worked each week, once daily start and finish times have been inserted. This spreadsheet must be kept up to date by the employee, as it will be reviewed by the Town Clerk when considering the monthly payroll, and checked and approved each month by the Chair of the Personnel Committee.

Flexi Time

Any employee wishing to organise a period of flexi time must first approach the Town Clerk or Chair of Personnel, giving their reasons for wanting to do so. Where possible, the Council will endeavor to accommodate such requests. It is up to the employee to ensure that they work up the required number of hours to cover the period of absence within the month of which it is taken. This can be effectively managed by using the electronic time sheet provided.

Time Off in Lieu (TOIL)

TOIL will be at the discretion of either the Chair of Personnel or the Town Clerk, taking into consideration operational requirements such as the needs of the delivery of Council services and workload of other employees. The Council are expected to allow staff as much flexibility as they can under this policy, however, it will not always be possible to allow staff to take the days that they have requested.

TOIL will be limited to the equivalent of one working day's hours for employees, and this must be taken within each year, in order to avoid confusion with annual leave, and further TOIL which may then accumulate. This will also ensure that TOIL does not reach more than a certain number of hours. The Chair of Personnel checks the timesheets on a monthly basis, and it is at this point that any accrued hours are discussed, along with appropriate TOIL or additional pay to be set out. In this way, the Town Council will avoid a situation where TOIL impacts on the work of the Council, or on the workload of other employees or its Councillors.

Paid Additional Hours

During the week before payroll, the Town Clerk will review the staff time-sheets to determine if additional hours apply. Timesheets will be approved by the Chair of Personnel, as noted above. The individual employees will then be consulted as to whether they will take the hours as Additional or as TOIL. Any payments for extra hours worked will then be approved by the Full Council as an agenda item at the next Council meeting. Any approved payments for additional hours worked will be paid in arrears, along with the current month's salaries, at the employee's normal hourly rate.

Review and Revision

The volume of additional time worked should be regularly monitored to ensure that excessive working is not occurring.

As a minimum, the Council should:

- Monitor the level of additional hours to identify where it could be reduced.
- Identify instances where overtime working becomes unvarying, unnecessary and excessive.
- Monitor all staff who regularly work extra.

Where staff are regularly working more than their contracted hours, the Council must review workloads and staffing levels to ensure that these are appropriate. Similarly, the procedures set out within this policy will be regularly reviewed, at least annually, to ensure that they are appropriate and effective.