



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Highfield Park Visitor Centre
Hill End Lane
St Albans
Hertfordshire AL4 0RA

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

Overtime & TOIL Policy

1. INTRODUCTION

Employees have a responsibility to ensure that they comply with this policy and the related procedure. Abuse of the provisions will be treated as a disciplinary matter.

The Clerk to the Council is responsible for ensuring that this policy and is implemented appropriately.

2. CLERK & OFFICE BASED STAFF

The Clerk to the Council is required to attend meetings of the Council. The Clerk must (unless on pre-agreed holidays) attend: all Full Council meetings; attend where possible and if requested the HR, Finance Governance, Environment Committee meetings; the Annual Parish meeting, and Annual meeting of the Council. The Clerk will not be paid overtime for attendance at such meetings and will keep logged on the monthly timesheet any additional hours worked (TOIL) which will be monitored by the members of the HR working party. Additional hours will either be taken as TOIL or paid overtime (at the rate as stated in their employment contract) in agreement.

Office staff will keep noted on their timesheet a log sheet of any additional hours worked, which will be reviewed by the Clerk monthly. These additional hours will either be taken as TOIL or paid overtime (at the normal hourly rate) in agreement by both parties and subject to budget constraints. No more than 20 hours will be allowed to build up. Any attendance at meetings of the Council will be agreed by the Council.

3. ENVIRONMENT STAFF

Staff may from time to time be requested to attend Full Council or meetings of the Environment Committee for the purpose of technical support and provide verbal reports. Overtime will be given at the rate of pay as stated in employment contracts.



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Any staff that are requested to work additional hours by the Clerk for pre-arranged duties will be paid overtime at the rate as laid out in their employment contracts and will be subject to budget constraints.

Staff will have the opportunity to attend Council events throughout the year. These events will be treated as additional hours, pre-arranged and authorised by the Clerk for pre-arranged duties at events, and subject to budget constraints. This will be paid as overtime if outside of usual regular hours or by agreed TOIL.

4. AIMS OF TOIL

Time off in lieu (TOIL) is time taken off work to recompense for additional hours worked outside of normal working hours.

This policy applies to Colney Heath Parish Council employees involved in administering Council Committee meetings and planned ad hoc events. Colney Heath recognises that TOIL allows the Clerk to respond flexibly to service the Council's needs. The Council also recognises that it has a duty to protect the health and safety of its staff by ensuring that they do not work too many hours.

5. TOIL OPERATIONAL ISSUES

TOIL is accrued when hours are worked outside of normal working hours for operational reasons.

- Employees who work specific hours may accrue TOIL for hours worked outside their normal working hours.
- All TOIL must be authorised by and booked in advance with the Clerk.
- TOIL should be taken as soon as is reasonably possible after it has been accrued.
- The Clerk will only authorise TOIL where the work can only practically be undertaken outside of normal working hours.
- TOIL should be taken when operationally viable but without unreasonable delay and ensure working hours do not exceed those stipulated by the Working Time regulations.
- Employees who choose to work outside of normal working hours through personal choice cannot accrue TOIL.



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This policy and procedure will be reviewed on a regular basis to assess their effectiveness and appropriate changes made in accordance with established practice.

**COLNEY HEATH PARISH COUNCIL
CLERK TO THE COUNCIL**

DATE 25 June 2020

Reviewed and approved at the meeting of the HR Committee 11 June 2020.
Adopted at the meeting of the Full Council 25 June 2020.

Version 2	Reviewed HR Committee 11/06/20	Review June 2022
Version 1	Accepted by Full Council 01/03/18	Review Jan 2020