

Planning Ahead

For those that have not already heard the news Jacqui is expecting a baby in June. As a consequence it has necessitated some thought over how best to cover the period when she is on maternity leave.

There are three points for consideration: the cost incurred by SUS; the work covered by Jacqui that would need to be completed; and a suitable person to cover duties.

Cost: It is likely that the cost to SUS for Jacqui's maternity leave will be in the region of £18,750 (This is a total figure which includes on-costs). However this includes around £2100 of SMP which SUS should be able to claim back and does not include the pay increase that will come in August. In comparison to the normal cost for Jacqui's salary approximately £5000 would remain in the pot.

Work: Jacqui's work can be summarised under the following headings:

- *Administrative:* managerial, planning, and administrative aspects of SUS including line management of Administration Assistant
- *Finance:* uphold clear financial records, annual audit of accounts and annual budgeting
- *Committee Working:* supporting Exec, PDC and PAC
- *Strategic Development:* maintains wider policy and strategy developments for SUS
- *Events:* Lead role in preparing for SUS events such as conference, seminar and other workshops. Also representing SUS at many external events
- *Project Work:* Lead role in preparing SUS Audit, ongoing development of SUS website
- *Advocacy:* assisting the progression of strong partnership links with key agencies

Suitable Person: There are a number of options for providing suitable cover for this work.

- Seconding a member of staff from SCVO or other source to cover some set project work
- Paying for someone to cover the work on a full or part-time basis
- Enhancing Shona's role to cover some aspects and funding someone to cover admin aspects
- Voluntary Placement to cover admin (**Note** SUS likely to have an Edinburgh Uni placement student from October-December)

SUS Executive is asked to:

Item
➤ Consider options for covering Jacqui's Maternity Leave