



## **National Association of Local Councils**

109, Great Russell Street, London, WC1B 3LD

and

## **Society of Local Council Clerks**

Registered Offices

1, The Crescent, Taunton, Somerset, TA1 4EA

# **National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004**

This publication covers the salaries and conditions of service of full-time and part-time Clerks and other officers of Town, Parish and Community Councils (Referred to as Local Councils).

In this Document the National Association of Local Councils and the Society of Local Council Clerks are referred to respectively as NALC and SLCC.

Part 1 of this document covers the national agreement on terms and conditions, Part 2 details the model contract of employment while Part 3 contains guidance on good employment practice and current employment law as it applies to Local Councils

## **Part 1 The National Agreement**

1. NALC and SLCC advise Local Councils that they have jointly agreed the appropriate salary ranges and core terms and conditions for the Officers of Town, Parish and Community Councils. The Terms and Conditions are based on the National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services and regularly reviewed and agreed by NALC and SLCC acting together. Councils are strongly recommended to adopt this agreement and to conduct their employment relations in line with the guidance attached.

2. A Council, in appointing the Clerk to the Council, is choosing the holder of a responsible public position who will have the qualities, including: competence, initiative, energy and imagination, necessary to administer properly the Council's affairs and to carry out the tasks associated with the wider role of the Council as a representative and ambassador. The Council should act as a responsible employer in the recruitment, employment and management of its staff and make use of good employment practice in conducting its relations with its staff.
3. The agreement on terms and conditions, the model contract and the guidance on good employment practice all provide a framework for attracting, retaining and motivating the appropriate calibre of staff to work in modern local councils. The final decision on salary has to be agreed between the council and the officer at appointment, but this National Agreement between NALC and SLCC provides a reasonable salary and terms and conditions standard for clerks.
4. Under the Employment Rights Act 1996 the implementation of a new scheme of terms and conditions cannot be implemented to the detriment of the current post holder. In the event that the implementation of this scheme implies a reduction in salary, existing post holders will have protected rights for a period of 5 years. Councils and Clerks should contact their respective County Officer or SLCC advisor for guidance in this event.

## **SALARIES**

5. NALC and SLCC strongly advise that the starting salary of a Clerk to the Council should, as a minimum, be paid in accordance with the ranges set out below. This has been derived from an independent bench marking exercise carried out on behalf of the SLCC and NALC across a sample set of Clerk's positions. The job profiles for the benchmarks are included at the end of this document. Councils and Clerks should establish the appropriate similar job specification taking account of the particular realities of the role in question. On request to NALC & SLCC a specific job evaluation can be carried out to set the salary baseline for any local council. There will be a charge for this service.
6. Salary is calculated by reference to the numbered positions on the spinal column points chart issued annually by NALC and the SLCC. The spinal column points used will be those of the National Joint Council for Local Government Service.

<b>Scale</b>	<b>Points below substantive range</b>	<b>Substantive benchmark range</b>	<b>Points above substantive range</b>
<i>LC1</i>	<b>15-17</b>	<b>18-22</b>	<b>23-25</b>
<i>LC2</i>	<b>26-29</b>	<b>30-34</b>	<b>35-38</b>
<i>LC3</i>	<b>39-42</b>	<b>43-47</b>	<b>48-51</b>
<i>LC4</i>	<b>52-55</b>	<b>56-60</b>	<b>61-64</b>

7. Where the Clerk has exceptional responsibilities which would not be sufficiently remunerated by LC4 upper range it is recommended that a salary is fixed after a formal evaluation and joint consultation with NALC and the SLCC.

8. Having established the benchmark salary for the post, the Council will

EITHER

Adopt a salary scale within the range. The salary will rise annually, by automatic increase on the 1<sup>st</sup> April each year (or such other date as may be agreed between NALC and SLCC) by incremental steps, to the scale maximum.

OR

Adopt a single salary point (a 'spot salary') within the range. Where a single salary point is adopted, the Council should review the salary annually.

In either case, the starting point or single salary point is to be chosen by reference to the following factors, insofar only as they vary from the description of the benchmark post:

- experience and expertise
- qualification
- whether the clerk is also the responsible Financial Officer
- whether the council has developed increased functions as a result of Quality Council status or Band C/ Best Value applicability
- the extent of functions devolved from principal authority level
- staffing levels

9. Under the National Agreement, professional development through a recognised institution or programme will be rewarded by a salary movement of one upward point on the spinal column in respect of each level attained.
10. Details of the current salary ranges, with benchmark post guidance, and recognition of qualification are published regularly by NALC and the SLCC.
11. Apart from salary the general terms and conditions for clerks follow the principles of proper employment practice and specifically the general agreement by the National Joint Council for Local Government Services. These terms and conditions are expressed in the model contract agreed by NALC and SLCC and the good practice guidance which is attached to this agreement. The model contract and good practice guidance cover such things as pension entitlement, holiday pay, sickness allowance, grievance and disciplinary procedures and other good practice arrangements.

## WORKING TIME

12. The standard working week for full-time Clerks to the Council and other Officers is 37 hours. For part-time officers, the Council will determine the hours to be worked and must ensure that the working week, or overall staffing provision, is sufficient to meet the demands of the Council's work. Further advice and information on this is set out in the Guidance Notes.
13. The National Agreement requires that part-time officers are remunerated *pro rata* at an hourly rate derived from the salary for a full-time post described above. The hourly rate is calculated by dividing the annual full-time salary, including any additions or allowances by 52 weeks, to produce a weekly figure, and to divide that figure by 37, being the standard number of hours worked by a full-time officer.
14. Under employment legislation any part-time member of staff must be offered on a *pro rata* basis the same terms and conditions as those of a full-time worker in a comparable post. This includes supervisory enhancements, expenses, overtime/time-in-lieu, leave, pension or gratuity, etc. For a comparable post where there is a sole employee the comparison must be with an employee in the local council sector.

## PROFILE 1

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge. **e.g. Small or medium parish.**

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves;

Exchanging orally or in writing varied information with a range of audiences:

or:

Exercising advisory, guiding, negotiating or persuasive skills: **e.g. Up to 6 meetings a year**

The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The jobholder generally has access to guidance on unusual or difficult problems. **e.g. No devolved functions**

The job involves some direct impact on the well being of individual, or groups of people, through undertaking tasks or duties, which are to their direct benefit, or impact directly on their health and safety.

The job involves limited, or no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or advice and guidance, to new employees, or others **e.g. No Staff**

The job involves some direct responsibility for financial resources. The work regularly involves either:

Handling of cash, or processing of cheques, invoices or equivalent

or:

Being accountable for small expenditures from an agreed budget or equivalent income **e.g. Typical budget of up to £25,000**

The job involves some direct responsibility for physical resources. The work regularly involves either:

Some responsibility for security of buildings, external locations or equivalent

Or:

Day-to-day maintenance of equipment or premises:

Or:

Ordering, or stock control of, a limited range of supplies.

## PROFILE 2

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge **e.g. *Small or medium parish.***

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves either:

Exchanging orally or in writing varied information with a range of audiences: or:

Exercising advisory, guiding, negotiating or persuasive skills **e.g. *6 – 12***

***meetings per year.***

The job involves working within recognised procedures, within which the jobholder is required to organise own workload. The work involves making decisions as to when and how duties are to be carried out, and responding independently to unanticipated problems and situations. The jobholder generally has access to guidance on serious problems **e.g. *2 devolved functions.***

The job involves considerable direct impact on the well-being of individual, or groups of, people **e.g. *Many statutory functions.***

The job involves considerable direct responsibility for the supervision, direction, co-ordination or training/development of other employees. The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training. **e.g. *Small team of up to 10 staff.***

The job involves considerable direct responsibility for financial resources. The work involves either: Accounting for large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important

or:

Being accountable for considerable expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums. **e.g. *Typical budget £25,000 – £250,000***

The job involves considerable direct responsibility for physical resources. The work involves either:

Cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent

or:

Security of buildings, external locations or equivalent

or:

Ordering, or stock control of, a range of equipment and supplies

### PROFILE 3

The job requires theoretical plus practical and procedural knowledge in a Specialist area or an equivalent level of organisational, procedural and policy Knowledge **e.g. Large parish/small town.**

The job requires analytical and judgmental or creative and developmental skills, where there is need to interpret information or situations and to solve varied problems or develop solutions or plans over the short term.

The job involves:

Exercising developed advisory, guiding, negotiating or persuasive skills in order to encourage others to adopt a particular course of action:

or

Exchanging orally and in writing complicated or sensitive information with a range of audiences **e.g. 12 meetings plus 2 committees.**

The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access guidance. The jobholder consults a supervisor/ manager for advice on policy or resource issues **e.g. 3 delegated functions**

The job involves high direct impact on the well-being of individual, or groups of people **e.g. Most statutory functions.**

The job involves high direct responsibility for the supervision or management, direction, co-ordination or training/development of other employees. The work involves supervising, directing and co-ordinating the work of a group of staff covering more than one area of activity or in more than one workplace, including allocation of work, and evaluation and appraisal of the work carried out. **e.g. Large team 10-20 staff.**

The job involves high direct responsibility for financial resources. The work involves either: Accounting for very large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important or: Being accountable for large expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums **e.g. Typical budget £250,000 –£750,000**

The job involves high direct responsibility for physical resources. The work involves either:

Adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent

or: Security of a range of high value physical resources

or: Ordering of a wide range of equipment and supplies

## PROFILE 4

The job requires advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge **e.g. Large town**

The job requires analytical and judgmental or creative and developmental skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term.

The job involves

Exercising highly developed advisory, counselling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take:

or

Exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists: **e.g. 12 meetings per year plus 5 committees**

The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access to others.

The job involves a major direct impact on the well-being of individual, or groups of people. The jobholder has responsibility for taking decisions, which may affect the future well being and circumstances of individuals. **e.g. Most statutory functions in large town.**

The job involves a major direct responsibility for the management, direction, coordination and development of significant numbers of other employees, covering several different areas of activity or in several geographically dispersed workplaces. The work involves the organisation, allocation and reallocation, as appropriate, of areas of work and the evaluation of activities and working methods **e.g. 20 + staff.**

The job involves a major direct responsibility for financial resources. The work involves being accountable for very large expenditures from an agreed budget or equivalent income. The responsibility includes contributing to the setting and monitoring of the relevant budget(s) and ensuring effective spend of budgeted sums **e.g. Budget in excess of £750,000**

The job involves a major direct responsibility for physical resources. The work involves either:

Security of a wide and very high value range of physical resources

or:

Ordering of a wide and high value range of equipment and supplies.