**MACCLESFIELD TOWN COUNCIL**

**KEY TERMS AND CONDITIONS OF EMPLOYMENT**

**TOWN CLERK**

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| **General** | The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council. |
| **Salary** | Salary is negotiable within Salary Range LC4 SCP Range 46 – 50 £49,101 to £54,194. |
| **Working Week** | The normal full-time working week is 37 hours to be worked flexibly to meet the needs of the council’s operation plus negotiated study/training time as appropriate. |
| **Days and Hours of Work** | Days of work are **Monday to Friday** and the core office hours are **10am am to 2pm pm** but the hours of work will be flexible by agreement to include attendance at evening or weekend meetings and functions for which time off in lieu is granted. |
| **Annual Leave** | **22 working days (rising to 25 working days** after 5 year’s continuous local government service) plus 8 bank and public holidays. |
| **Pension** | You may become a member of the Local Government Pension Scheme if this is appropriate, which operates a contributory pension scheme and which the successful applicant is entitled to join. The rate of contribution for the LGPS is based on full time pensionable pay within the range **5.5 to 9.9%** |
| **probation** | Six-month probationary period. |
| **Pay Method** | Salary is paid on the 15th of the month, directly by credit transfer to a bank or building society. |
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| **Salary Review** | The salary is subject to any revisions agreed nationally between NALC and SLCC as a result of pay negotiations which are usually effective from 1 April. |
| **Work Location** | **Macclesfield Town Hall** but attendance at other locations is required when necessary. |
| **Expenses** | Reasonable subsistence for conference attendance in accordance with the Council’s policy.  Car mileage allowance payable in accordance with the casual user provisions in the Council’s policy. |
| **Other Terms** | All staff are required to operate within the Council’s code of practice on confidentiality.  A no smoking policy is in operation in the Council’s buildings and vehicles. |
| **Notice Period** | After completion of the probationary period, threemonths on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Council in writing, after completion of any probationary service, period is three months. |