

**St Peter the Great Parish , Worcester**  
**Parish Clerk, Assistant Clerk**

[1] NALC/SLCC National Agreement on Salaries & Conditions of Service of Local Council Clerks in England & Wales 2004

[2] NALC/SLCC 2014-2016 National Salary Award, November 2014 (E03-14)

[3] NALC/SLCC Model Contract for Clerk, 2011

**Job Grading for St Peters Parish Clerk/RFO and Assistant/Trainee Clerk**

Note: This is not retrospective and does not apply to any person who was an employee at date of this document.

NOTE: All figures (e.g. salary, tax, expenses & fees) in this document are without prejudice or commitment. They have been used for budgeting purposes. Actual figures will be subject to Parish Council decision, any relevant employment contract and any relevant legislation.

<b>(Future) Clerk &amp; RFO</b>		<b>Assistant Clerk</b>		
<b>Salary Scale</b> LC2 below substantive benchmark range SCP 26-29 LC2 substantive benchmark range SCP 30-34		<b>Salary Scale</b> LC1 below substantive benchmark range SCP 15-17 LC1 substantive benchmark range SCP 18-22 LC1 above substantive benchmark range SCP 23-25		
<b>Salary scale moderators:</b>		<b>Salary scale moderators:</b>	<b>Assistant</b>	<b>w/o CiLCA</b>
Relevant experience & expertise:	> 3 years	Relevant experience & expertise:	> 2 years	> 2years
Qualification:	CiLCA required	Qualification:	CiLCA	English & Maths
RFO:	Yes	RFO:	No	No
Increased functions:	No	Increased functions:	No	No
Devolved functions:	No	Devolved functions:	No	No
<b>Salary Scale Starting Point</b>	SCP 23	<b>Salary Scale Starting Point</b>	SCP 21	SCP 19
<b>Progressing to</b>	SCP 26	<b>Progressing to</b>	SCP 23	SCP 21
<b>Salary [2]</b>	£20,849	<b>Salary [2]</b>	£19,742	£18,376
<b>Hours</b>	18/week	<b>Hours</b>	12/week	12/week + own time study <sup>1</sup>
<b>Salary (annual pro rata) [2]</b>	£10,118	<b>Salary: 624 hours pa<sup>2</sup> (=52x12) [2]</b>	£6,403	£5,960
<b>National Insurance (Employer)</b>	£302	<b>National Insurance (Employer)</b>	£0	£0
<b>Pension (Employer) (2015)</b>	£206	<b>Pension (Employer)</b>	£128 <sup>3</sup>	£119
<b>Expenses Allowance</b>	£2,042	<b>Expenses Allowance</b>	£1,361	£1,361
<b>Training Fees</b>	N/A	<b>Training Fees</b>	N/A	CiLCA fees <sup>4</sup>
<i>Generally the role is at the lower end of LC2, with some areas Profile 1 or not applicable (as indicated).</i>				
<b>[LC1/2]</b> The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge. <i>Whilst St Peters may be considered a 'large parish' (Profile 3) by virtue of the number of electors (&gt;4,000), Parish Council activity and budget is more closely aligned to that of a small/medium Parish.</i>				
<b>[LC1/2]</b> The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.				
<b>[LC2]</b> The job involves exchanging orally or in writing varied information with a range of audiences and exercising advisory, guiding, negotiating or persuasive skills. Typically 11 Parish Council meetings per year, the Annual Meeting of the Parish, monthly liaison meetings with City Council and ad hoc working party/advisory group meetings (3 or 4 per year).				

<sup>1</sup> Expected to register and work towards CiLCA and performance and salary progression will be linked to progress. Study is in own time (unpaid) in addition to Parish Duties.

<sup>2</sup> Includes annual statutory entitlement to paid leave (i.e. the actual hours worked will be less - detail to be calculated)

<sup>3</sup> This is for FY15-16, it will increase as the new Pension Legislation comes in to force.

<sup>4</sup> Candidate is expected to submit evidence no more than 2 years after registering for CiLCA qualification.

<p><b>[LC2]</b> 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 through Parish Council Membership of Worcestershire CALC/NALC.</p>	<p>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 from the Clerk and through Parish Council Membership of Worcestershire CALC/NALC.</p>
<p><b>[LC1]</b> 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.</p>	
<p><b>[LC1]</b> 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. <i>Line management and supervision of 1 member of staff, with some on the job coaching may be expected.</i></p>	<p>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</p>
<p><b>[LC2]</b> The job involves 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. Budget and reserves in the range £25,000 – £250,000</p>	<p><b>[LC1]</b> The job involves being accountable for small expenditures from an agreed budget or equivalent income e.g. Typical budget of up to £25,000</p>
<p><b>[LC1]</b> The job involves some direct responsibility for physical resources. <i>St Peters owns "Area 51" play park. Routine inspection and maintenance is managed by the District Authority but the Parish Council has responsibility for major maintenance/repair and insurance.</i></p>	

### Progression Through the Pay Bands (SCP)

- subject to satisfactory performance, and passing any relevant qualifications.
- Promotion to Clerk is not guaranteed and is subject to a suitable vacancy becoming available.

NJC Proposal for application from 1.1.2015	LC1				LC1 Above			LC2 Below			
	19	20	21	22	23	24	25	26	27	28	29
Per annum	18,376	19,048	19,742	20,253	20,849	21,530	22,212	<b>22,937</b>	23,698	24,472	25,440
Salary pro rata/year	<b>5,940</b>	6,159	<b>6,384</b>	6,552	6,745	6,964	7,182	<b>7,419</b>	7,663	7,912	8,231
Salary pro rata/year	8,911	9,238	9,575	9,828	<b>10,118</b>	10,446	<b>10,773</b>	<b>11,129</b>	11,494	11,868	12,346
<b>St Peters - LC2 - below benchmark range</b>											
<b>New Clerk, with CiICA qualification and (on appointment)</b>											
>3 years relevant experience											
<3 years relevant experience											
<b>Assistant Clerk - LC1 with CiICA qualifications &amp; relevant experience</b>											
<b>Assistant Clerk - LC1 - without qualification but with relevant experience</b>											

## **Description of the Role of a Parish Council Clerk**

[Worcestershire CALC]

The clerk is the council's principal executive and adviser and, for many smaller parish councils, is the officer responsible for the administration of its financial affairs. Sometimes the clerk is a council's only employee but cannot be self employed.

The clerk is not answerable to any individual councillor - not even the chairman. He/she is an independent and unbiased employee of the council, recognising that the council is responsible for all decisions and taking instruction from the council as a body. If the council has other members of staff then the clerk is their line manager.

As the council's proper officer the clerk is responsible for implementing council policy; ensuring the council acts within the law; advising the council on all aspects of its work and may have delegated powers of decision making especially in urgent situations.

It is the clerk who prepares and posts notices, is responsible for writing the agenda and minutes, keeps the council's records, deals with correspondence, arranges the council's insurance and issues the precept.

The clerk has a key role in advising the council, and its members, on governance, ethical and procedural matters.

Clerks wishing to further their careers can undertake the Certificate in Local Council Administration (CiLCA) with help and guidance from Worcestershire County Association of Local Councils (CALC). The Society of Local Council Clerks and the University of Gloucestershire also offer courses designed to advance the clerk's career and the clerk can also take part in the CPD (Continuous Professional Development) scheme through the SLCC.