



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD REMOTELY AT 8:30pm ON MONDAY 15th MARCH 2021

Present: Cllrs Phil Baird, Paul Blatchford & Paul Harding

In attendance: Liz Shayler (Clerk).

01/21 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

02/21 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/21 To approve as a correct record the Employment Committee meeting minutes from the 28th September 2020 (agenda item 3).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

The minutes of the meeting will be signed by the Chairman as a correct record.

04/21 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 8 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (agenda item 4)

Resolved – That the press and public be excluded from the meeting.

The resolution was correctly proposed and seconded (Unanimous)

05/21 To undertake the Clerk's six-monthly appraisal (agenda item 5)

The Clerk was thanked for going above and beyond her role in organising the Council's response to the Covid 19 pandemic. In particular, the vaccination clinics and various initiatives supporting vulnerable families in the Parish.

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets see attached.

06/21 To undertake the annual review of the Clerks Salary including a spinal point increase (agenda item 6).

The Committee discussed how the Clerk's role has grown and would be looking at whether LC2 mid-range (as per the Clerks contract) is still applicable. They also discussed the Clerks unused holiday entitlement.

Resolved – To agree an annual spinal point increase to LCP point scale 29.

The resolution was correctly proposed and seconded (Unanimous)

07/21 To note the Communications, Marketing and Grant Funding Officer's first appraisal and approve the end of the probation period (agenda item 7).

The Communications, Marketing and Grant Funding Officer's first appraisal was noted.

Resolved – To approve the end of the Communications, Marketing and Grant Funding Officer's probation period.

The resolution was correctly proposed and seconded (Unanimous)

08/21 To discuss increasing the Communications, Marketing and Grants Officer hours (agenda item 8)

Given the funding from North Somerset then the Committee were informed that this could be used for Officer time.

Resolved – To increase the Communications, Marketing and Grant Funding Officer's hours per week from eight to ten for the next year. To be reviewed in September 2021.

The resolution was correctly proposed and seconded (Unanimous)

09/21 To agree the date of the next meeting (agenda item 9)
6th September 2021

The Chairman closed the meeting at 21:20

.....Chairman

.....Date

BANWELL PARISH COUNCIL

ACTION PLAN FOR CLERK March 2021 to September 2021

NAME: Liz Shayler

JOB TITLE: Clerk and responsible financial officer to Banwell Parish Council

DATE OF INTERVIEW: 15th March 2021

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Harding

1. KEY WORK TARGETS FOR NEXT YEAR

To continue to meet the challenges of Covid – 19

To investigate the feasibility of energy generation at the Youth & Community Centre (YCC)

To continue to support the continued professional development of the Communications, Marketing & Grant Funding Officer

2. NEW RESPONSIBILITIES (if any)

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

First Aid Training

To meet H & S objectives on risk assessment.

Fire Marshall Training

To meet H & S objectives on risk assessment.

Covid Events Risk Assessment

To support key work target in relation to covid.

Cyber Awareness Course

To help protect the Parish Council from cyber-attacks.

5. ADDITIONAL COMMENTS

The Clerk was thanked for going above and beyond her role in organising the Council's response to the Covid 19 pandemic. In particular, the vaccination clinics and various initiatives supporting vulnerable families in the Parish.

REVIEW DATE: September 2021

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and set the next review date, depending on the information above.



BANWELL PARISH COUNCIL
SECTION 3: ACTION PLAN FOR Daisy May Finniear, March 2021

NAME: Daisy May Finniear

JOB TITLE: Communications, Marketing & Grant Funding Officer

DATE OF INTERVIEW: 13th September 2021

NAME OF APPRAISER: Liz Shayler

1. KEY WORK TARGETS FOR NEXT SIX MONTHS

Council

1. Production of E-newsletter – already underway. Complete 2nd and evaluate.
2. Building relationships in the business community
3. Event support – Winter Wonderland & Christmas Market
4. Apply for grant funding from a variety of sources to support council projects and initiatives

2. NEW RESPONSIBILITIES (if any)

To minute and action the first Climate Emergency working party agenda.

3. ADDITIONAL ACTION POINTS (if any)

None

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

Putting on Covid safe events.
Any relevant additional Grant funding training.

5. ADDITIONAL COMMENTS

Daisy has been a real asset to the Council. She is a bright and engaging member of the team with a willingness to complete tasks set. There have been very positive comments from the Councillors about the 'Get to know your Council' communications campaign along with the regular Facebook posts covering a wide range of subjects.

Daisy is pleased with how everything is going and the way in which she and the Clerk work together, how the Clerk supports her with her role and the involvement of the Councillors by submitting their videos.

REVIEW DATE: March 2022

CLERK'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Clerk Job Evaluation and Hours of Work Report to Employment Committee

1. Introduction

As part of its role as an employer, the Parish Council should ensure that its employee is being paid (a) at the appropriate scale commensurate with the duties and responsibilities and (b) for the hours required to complete the required work.

2. Salary scale, hours of work and paid leave

The current Clerk's employment began on 15th September 2016. The Job Description is provided for reference at Appendix 1, but the role has since expanded to include the Youth & Community Centre, various Covid initiatives and Speedwatch.

Key elements of the contract relating to salary scale & hours are as follows:

Salary scale

On appointment, the salary commenced point 30 within the range 30 to 34 in scale LC2 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. **This has since been changed to range 24 – 28.**

Hours of work

The contract states 24 hours but this was increased to 28 hours per week.

3. Job Evaluation

In 2005 the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) issued a joint agreement on Terms and Conditions including a new approach to job evaluation, placing town and parish council jobs on an equal footing with other local government roles. An SLCC Advice Note, dated 2019, explaining the process for evaluating a clerk's job is at Appendix 3.

In summary, from the Clerk's Job Description, the role is matched to, or benchmarked against, one of four Job Profiles through considering a series of 8 statements or paragraphs about the following aspects of the job:

- Knowledge
- Mental skills
- Interpersonal and Communication Skills
- Initiative and independence
- Responsibility for people
- Responsibility for supervision/direction of employees
- Responsibility for finance resources
- Responsibility for physical resources

The result of considering the Clerk's Job Description against the profile statements identifies one of 12 possible salary ranges, by slotting it into one of the four profiles (LC1, LC2, LC3 or LC4) and then further defining whether it is 'substantive', 'below substantive' or 'above substantive'.

Performance or capability issues should never be taken into account during a job evaluation exercise, although these could influence where an individual job-holder is placed within the identified salary range for the role.

The Clerk has transcribed the four Job Profiles and the eight statements or paragraphs for each one into a matrix which is presented at Appendix 2. The shaded boxes highlight the statement which the Clerk considers to be the most appropriate to the Clerk's role with the Parish Council. On this basis, the outcome appears to be predominately LC2 with aspects of LC3.

4. Time

The Clerk keeps a timesheet of work completed for the Parish Council on average the number of hours worked per week in 2021 is **29** (compared with the **33** hours it was pre the Communications Officer).

5. Implications to be considered by Employment Committee

Option A

Move to LC2 above substantive salary range (SCPs 29-32, Clerk already on SCP 29 due to CiLCA qualification, with a possible incremental spinal point SCP 30 in April 2022)

Current rate of pay **£17.10, for 28 hours a week**; annual gross salary = **£24,904.86**

New rate of pay from 01/4/22 **£17.56, for 28 hours a week**; annual gross salary = **£25,564.76**

Increase of the 22/23 budget of £659.90

Option B

Move to LC3 below substantive salary range (SCPs 33-36, starting at SCP 33)

Current rate of pay **£17.10, for 28 hours a week**; annual gross salary = **£24,904.86**

New rate of pay from 01/04/22 **£19.19, for 28 hours a week**; annual gross salary = **£27,940.97**

Increase of the 22/23 budget of £3,036.11

6. Recommendation

Given the growth of the Council whilst the excel spreadsheet with a job evaluation suggests that the payscale should be between 33 and 36 I feel that the Parish Council Role more closely meets the LC2 above substantive salary range (between 29 and 32) thus Option A with this being reviewed in 2026.

Employment Committee consider the information provided and prepare a recommendation for the 2022/23 budget.

Appendix 1: Job Description – Clerk/Responsible Financial Officer

JOB DESCRIPTION - PARISH CLERK & RESPONSIBLE FINANCE OFFICER

The clerk is employed by the council (under section 112 (1) of the Local Government Act 1972) to provide administrative support for the council's activities. The clerk's primary responsibility is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk may be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

The clerk has a wide range of other responsibilities which are set out in the job description. The clerk must recognise that the council is responsible for all decisions and that he / she takes instructions from the council as a body. The Council must be confident that the clerk is, always, independent, objective and professional.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed, including but not confined to –
 - Full compliance with the Local Government Act 1972 and all subsequent legislation.
 - Maintenance of records of members' interests and provision of details thereof to the District Monitoring Officer.
 - To provide appropriate responses to members of the public making requests under the terms of the Freedom of Information Act, including complying with the requirements of the Data Protection Act.
2. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Committees and the Parish Assembly; to attend such meetings and prepare minutes for approval; to post notices of all meetings and other relevant documents on the parish notice boards as necessary; to issue summonses to Council/Committee Members required to attend meetings of the Council/Committees; to implement Council decisions.
3. Using Scribe to maintain, monitor and balance the Council's accounts and prepare records for audit, tax, NI and VAT purposes as necessary.
4. To ensure that the councils obligations for Risk Assessments are properly met.
5. To receive and report on invoices for goods and services to be paid by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
6. To ensure that the Council's insurance obligations are properly met.
7. To receive correspondence and documents on behalf of the Council and to deal promptly and appropriately with them including bringing relevant items to the attention of the Council.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To maintain an awareness of all the activities of the Council and its Committees. To prepare both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise direct employees of the Council as their line manager in keeping with the policies of the Council and to arrange for payment of salaries/expenses and deductions of tax and NI. To ensure that the conditions of employment are being fulfilled.

11. To monitor the approved policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To prepare specifications and invite tenders from contractors for works to be carried out on behalf of the Council. To report to the Council on tenders received and place instructions as directed by the Council. To ensure that the contract works are carried out in accordance with the specification.
13. To maintain the Council's records and to make provision for the safe-keeping in secure but accessible custody of all deeds, plans, records, letters, writings and other documents of or concerning the Council which shall come into the hands of the Clerk.
14. To manage the parish cemetery and maintain all associated records, including the cemetery database.
15. To manage the Council's website, ensuring that it is kept up to date and that all agendas, minutes and other documents are published on it in a timely fashion.
16. To manage the parish office, open at hours agreed by the Council, to provide a one-stop service point for members of the public requiring information on local authority services.
17. To act as a representative of the Council, including attending meetings and conferences as may be necessary for the proper discharge of the duties of the Clerk or as the Council may reasonably require, and to liaise with groups and organisations in the village including parishioners.
18. To prepare, in consultation with the council, press releases about the activities of, or decisions of, the Council.
19. To attend training courses and conferences as required by the Council and as appropriate to further the knowledge and experience of the Clerk.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by working towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
21. To maintain an awareness of, and actively pursue external sources of funding for Council projects.
22. To provide administrative support to other village organisations where considered appropriate.
23. To undertake other tasks that arise that could reasonably be considered as part of the Clerk's duties.

Appendix 2: Job Evaluation tool – slotting / benchmarking

	Profile 1	Profile 2	Profile 3	Profile 4
Knowledge	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 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 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 advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge e.g. Large town
Mental skills	The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.	The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.	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 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.
Interpersonal and Communication skills	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 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: 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 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

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	Profile 1	Profile 2	Profile 3	Profile 4
Initiative and independence	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 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 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 progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access to others.
Responsibility for people	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 considerable direct impact on the well-being of individual, or groups of, people e.g. Many statutory 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 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 & circumstance of individuals. e.g. Most statutory functions in large town.
Responsibility for Supervision/ direction of employees	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 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 high direct responsibility for the supervision or management, direction, co-ordination or training/ development of other employees. The work involves supervising, directing and coordinating 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 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.

	Profile 1	Profile 2	Profile 3	Profile 4
Responsibility for financial resources	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 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 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 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
Responsibility for physical resources	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.	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	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	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.

Appendix 3: SLCC Advice Note - How to evaluate the Clerk's job

The NALC:SLCC Joint Agreement on Terms and Conditions published in April 2005 introduced a new approach to job evaluation, placing town and parish council jobs on an equal footing with other local government roles. This Advice Note explains the process for evaluating a clerk's job.

1. Prepare a Job Description. What is the job required to do? Why does the position exist? What are the main responsibilities and accountabilities?
2. Identify the quantitative measures for the council; gross budgeted income, precept, number of councillors, number of staff, meetings per year, statutory and delegated functions.
3. Agree the contents of the Job Description with the full council or Personnel/Staffing committee. This process does not lend itself to being discussed by large groups of interested parties and is better delegated to a small committee or working party to make its recommendations to the full council.
4. Identify the standard Job Profiles 1 to 4 in the national agreement (reproduced as appendix 1 to this document). Which one most closely relates to the role? This is called "slotting" and gives you a foundation for further analysis.
5. Each profile contains a series of 8 statements or paragraphs about aspects of the job. Each statement relates to an element of a job. These are presented in the same order in each of the four profiles;
 - Knowledge
 - Mental skills
 - Interpersonal and Communication Skills
 - Initiative and independence
 - Responsibility for People
 - Responsibility for Supervision/direction of Employees
 - Responsibility for Financial Resources
 - Responsibility for Physical Resources
6. Go through each of these 8 elements one by one and decide which Profile best describes the job that your council requires the clerk to do. If none of the statements across the four profiles exactly match the job you may need to allocate a split score e.g. 2/3 or shade the levels e.g. 2+ or 3-
7. Once you have reviewed the job description against all 8 elements you will have a list of 8 numbers. If all 8 are exactly the same e.g. all "2"s, then the job will be evaluated as a *LC2 substantive* for salary calculation. "Substantive" in this sense means that the job satisfies all the criteria in the relevant job profile. "LC" is simply shorthand for Local Councils. If you have mostly "2"s, with a few 2/3 or 2+ or 3- levels then you may be looking at an *LC2 above substantive* score. Conversely, mostly 4s with some 3s or 3/4 or 3+s will give rise to an *LC4 below substantive* score. This leads to 4 possible Profiles and within each, 3 possible ranges so clerks can be paid against one of 12 possible salary ranges (see appendix 3 below). This process is known as "benchmarking" the job i.e. comparing with other similar sets of skill requirements, expertise and responsibilities and deciding where the job is best positioned against these.
8. Salary Determination - Each LC profile and each of the three ranges within the LC profiles cover a range of salary levels which are known as spinal column points or "scp" for short. The spinal column points used are those of the National Joint Council for Local Government Service which enables clerks' jobs and salaries to be compared with other positions in local government.
9. The scp's for council Clerk jobs start at 15 and go up to 64.
10. Having established the benchmark salary range e.g. *LC2 below substantive* for the post, the Council will EITHER
Adopt the appropriate salary scale within the range. The salary will rise annually, by automatic increase on the 1st 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.
11. It is not advisable to work back from the salary scales in a "what can we afford?" approach to job evaluation – this is not generally a good way to create trust or equity.

12. **JOB NOT PERSON.** Remember throughout the process that job evaluation is designed to reward employees for what they are employed to do not necessarily what they would like to do or could do given their experience or expertise. Performance or capability issues are not taken into account during an evaluation exercise but may influence the salary setting process for individual job-holders in that the following factors may increase the scp on which the clerk commences following evaluation;
- -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
- In addition, 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.
13. 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.
14. **Arbitration** – if a council and clerk cannot agree on a job evaluation outcome or both parties would prefer an independent and impartial view of the job there is an NALC:SLCC Joint arbitration panel which provides council and job-holder with a score to which both parties agree to be bound. There is an administration fee for this service. More details below.

PROFILE 1 - 4

See grid above

Elements of Job Evaluation process

• *Knowledge*

Consider the type of knowledge, what that knowledge is needed for and for what purpose and how that knowledge may be acquired.

Knowledge will probably include literacy and numeracy, procedures, equipment, administrative systems, organisational, specialist/technical, languages/cultures

• *Mental skills*

These include fact-finding, analytical, problem solving and judgemental skills plus creative and developmental skills, planning and strategic skills.

• *Interpersonal and Communication Skills*

All the skills related to developing working relationships with others such as staff, Members, the public, contractors and other partners in the community. They include advocacy, training, teamworking, motivation, advising/guiding, persuading and influencing, counselling, negotiating, oral and written communication, presentation skills

• *Initiative and independence*

This element considers how much the job-holder is free to exercise initiative and take independent action and plan his/her own work. The nature and level of guidance and direction available the existence of policies, procedures and precedents and whether the Clerk works alone or with others are all relevant which assessing this aspect of job size.

• *Responsibility for People*

This involves the responsibility the job-holder has for the physical, mental, social, economic and environmental well-being of any people other than employees. Health and safety responsibilities will feature in this element.

• *Responsibility for Supervision/direction of Employees*

What challenges does the job-holder face when managing/supervising/training/co-coordinating or developing others? How many employees are there? What sort of work are they engaged in? what kind of management is required? What are the challenges faced by people working in different locations?

- *Responsibility for Financial Resources*

This element includes cash, cheques, debits and credits, invoices, budgets and income including precept, business planning and long-term development of financial resources.

- *Responsibility for Physical Resources*

These resources can cover premises, systems, tools, equipment, vehicles, plant and machinery, covering upkeep, repair, security, significant assets, planning relating to these resources.

Spinal Column Points (scp) for each LC profile in the evaluation of Clerks' jobs (from NALC note EO120 – 2020-21 National Salary Award)

Scale	Points below substantive range	Substantive benchmark range	Points above substantive range
LC1	5-6	7-12	13-17
LC2	18-23	24-28	29-32
LC3	33-36	37-41	42-45
LC4	46-49	50-54	55-62

JOB EVALUATION SHEET - Clerk to the Council

Version 1.21

Sep-20

Step 1 - Job Functions (add "x" boxes as appropriate)

Recreation grounds, playing fields & play areas	X	Community buildings	X
Burial grounds, crematoria, churchyards	X	Car parks	X
Entertainment & the arts		Tourism	
Community transport schemes		Open spaces	X
Crime prevention - CCTV, Neighbourhood watch, Speed watch	X	Allotments	
Street Lighting	X	Public Toilets	
Street Furniture - bus shelters, benches, bins	X	Swimming pools	

Fill in these cells

Number of Functions

8

Look at the **Profiles LC1 to LC4** in the table below - for each **Job Profile Item** circle the points (Pts) that best reflect the parish - enter the appropriate points in the **Job Profile Points** Column

Note - conditional formatting and drop down lists

Step 2 - Job Profile Items	Job Profile Points	Profile LC1	Pts	Profile LC2	Pts	Profile LC3	Pts	Profile LC4	Pts
Number of functions (calculated from above)	7	1 to 3	1	4 to 6	2	7 to 9	3	10 or more	4
Number of Electors	Number of Electors	up to 750	1	751 to 3,000	2	3,001 to 10,000	3	over 10,000	4
Amount of Annual Budget (Precept)	Amount of Annual Bu	up to £25k	1	£25k to £250k	2	£250k to £750k	3	£750K or more	4
No of Full Parish Council Meetings per Year	No of Full Parish Cou	less than 6	1	6 to 11	2	12 or more	3	12 or more	3
No of Committees (not Working Parties or Meetings)	No of Committees (n	0	0	less than 2	1	2 to 4	3	5 or more	4
Number of Staff supervised (full or part time)	Number of Staff supe	none	0	1 to 10	1	11 to 20	3	21 or more	4

Total Job Profile Points 14

In Column 1 in Step 3 - Job Assessment Table below, circle the Job Profile Points that match this number

Step 3 - Job Assessment

Note

Having circled the Job Profile Points in Column 1

Circle the corresponding Job Spinal Points in Column 2

Column 1 Job Profile Pts	Column 2 Spinal Pts
1 to 3	5
4	7
5 to 6	14
7 to 8	19
9	24
10 to 11	29
12 to 14	33
15	37
16 to 17	42
18 to 19	46
20	50
More	55

JOB SPINAL POINTS SUMMARY

33	(A)	Spinal Points from Job Assessment Table
+		plus
2	(B)	Spinal Points from Experience & Qualification Table
=		equals
35		Total Spinal Points for determining Pay Scale

Now - refer to current Pay Scales issued by NALC/SLCC to determine Pay Rate

PROPOSED	CURRENT
33 Pay scale	29
£ 36,922.00 FTE Salary	£ 32,910.00
£ 19.19 Rate / hour	£ 17.10

Enter the number circled in Column 2 into Box (A) in the JOB SPINAL POINTS SUMMARY

Step 4 - Experience & Qualifications

Select from list

Spinal Points

Experience	Pick One	1	Status	Pts	Status	Pts	Status	Pts	Status	Pts
Qualifications	Pick One	1	New Clerk	0	Less than 2 yrs	0	2 to 5 yrs	1	More than 5 yrs	2
Are you Clerk and Responsible Financial Officer (RFO)?	Pick One	0	CiLCA	1	Cert Local Policy	2	Diploma	3	Degree (BA)	4
			Yes	0	No	-3				

Experience & Qualifications Spinal Points

2

The number in Box (B) in the JOB SPINAL POINTS SUMMARY (calculated)

(Note - No RFO is MINUS 3)

26 AUGUST 2020

E01-20 | 2020-21 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2020.

Due to the introduction of the national living wage, the NJC agreement included the introduction of a new pay spine on 1 April 2019. Reference to the former pay scales has been removed. However, if you wish to see how the old spinal column points and scale ranges translated to the new scales, these are set out in E02-18.

	1 April 2019		1 April 2020		Scale ranges
SCP	£ per annum	£ per annum	£ per annum	* £ per hour	Based on SCP
1	£17,364	£9.02	£17,842	£9.27	Below LC Scale (for staff other than clerks)
2	£17,711	£9.21	£18,198	£9.46	
3	£18,065	£9.39	£18,562	£9.65	
4	£18,426	£9.58	£18,933	£9.84	
5	£18,795	£9.77	£19,312	£10.04	
5	£18,795	£9.77	£19,312	£10.04	LC1 (5-6) (below substantive range)
6	£19,171	£9.96	£19,698	£10.24	LC1 (7-12) (substantive benchmark range)
7	£19,554	£10.16	£20,092	£10.44	
8	£19,945	£10.37	£20,493	£10.65	
9	£20,344	£10.57	£20,903	£10.86	
10	£20,751	£10.79	£21,322	£11.08	
11	£21,166	£11.00	£21,748	£11.30	
12	£21,589	£11.22	£22,183	£11.53	LC1 (13-17) (above substantive range)
13	£22,021	£11.45	£22,627	£11.76	
14	£22,462	£11.67	£23,080	£12.00	
15	£22,911	£11.91	£23,541	£12.24	
16	£23,369	£12.15	£24,012	£12.48	

17	£23,836	£12.39	£24,491	£12.73	
18	£24,313	£12.64	£24,982	£12.98	LC2 (18-23) (below substantive range)
19	£24,799	£12.89	£25,481	£13.24	
20	£25,295	£13.15	£25,991	£13.51	
21	£25,801	£13.41	£26,511	£13.78	
22	£26,317	£13.68	£27,041	£14.05	
23	£26,999	£14.03	£27,741	£14.42	
24	£27,905	£14.50	£28,672	£14.90	LC2 (24-28) (substantive benchmark range)
25	£28,785	£14.96	£29,577	£15.37	
26	£29,636	£15.40	£30,451	£15.83	
27	£30,507	£15.86	£31,346	£16.29	
28	£31,371	£16.31	£32,234	£16.75	
29	£32,029	£16.65	£32,910	£17.10	LC2 (29-32) (above substantive benchmark range)
30	£32,878	£17.09	£33,782	£17.56	
31	£33,799	£17.57	£34,728	£18.05	
32	£34,788	£18.08	£35,745	£18.58	
33	£35,934	£18.68	£36,922	£19.19	
34	£36,876	£19.17	£37,890	£19.69	LC3 (33-36) (below substantive range)
35	£37,849	£19.67	£38,890	£20.21	
36	£38,813	£20.17	£39,880	£20.73	
37	£39,782	£20.68	£40,876	£21.25	
38	£40,760	£21.19	£41,881	£21.77	LC3 (37-41) (substantive benchmark range)
39	£41,675	£21.66	£42,821	£22.26	
40	£42,683	£22.18	£43,857	£22.79	
41	£43,662	£22.69	£44,863	£23.32	
42	£44,632	£23.20	£45,859	£23.84	LC3 (42-45) (above substantive benchmark range)
43	£45,591	£23.70	£46,845	£24.35	
44	£46,732	£24.29	£48,017	£24.96	
45	£47,896	£24.89	£49,213	£25.58	
46	£49,101	£25.52	£50,451	£26.22	LC4 (46-49) (below substantive range)
47	£50,318	£26.15	£51,702	£26.87	
48	£51,429	£26.73	£52,843	£27.47	
49	£52,869	£27.48	£54,323	£28.23	
50	£54,194	£28.17	£55,684	£28.94	LC4 (50-54) (substantive)
51	£55,544	£28.87	£57,071	£29.66	
52	£57,397	£29.83	£58,975	£30.65	

53	£59,244	£30.79	£60,873	£31.64	benchmark range)
54	£61,099	£31.76	£62,779	£32.63	
55	£62,967	£32.73	£64,699	£33.63	LC4 (55-62) (above substantive benchmark range)
56	£64,812	£33.69	£66,594	£34.61	
57	£66,679	£34.66	£68,513	£35.61	
58	£68,510	£35.61	£70,394	£36.59	
59	£70,246	£36.51	£72,178	£37.51	
60	£72,019	£37.43	£74,000	£38.46	
61	£73,835	£38.38	£75,865	£39.43	
62	£75,701	£39.35	£77,783	£40.43	

* Hourly rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.

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