
SALARY REVIEW PROPOSAL

To be read in conjunction with the NALC & SLCC National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004 & 2022-23 National Salary Award.

1. The National Association of Local Councils [NALC] and the Society of Local Council Clerks [SLCC] advise local councils that they have jointly agreed the appropriate salary ranges and core terms and conditions for all Officers of the Parish Council.
2. When appointing a Clerk, 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.
3. 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.
4. The final decision on salary has to be agreed between the council and the officer at appointment, but the National Agreement between NALC and SLCC provides a reasonable salary and terms and conditions standard for clerks.

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.
6. Salary is calculated by reference to the numbered positions on the spinal column points [SCP] 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.

Scale	SCP below substantive range	SCP substantive benchmark range	SCP 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

Agreeing a Scale

7. The four scales can be profiled as follows:

Scale/Profile	Size	Meetings/year	Delegated Functions	Staff	Budget
LC1/275 points	Small or medium	Up to 6	None	None	<£25,000
LC2/313 points	Small or medium	6 – 12	2	Up to 10	<£25,000-£250,000
LC3/441 points	Large Parish or Small Town	12 + 2 committees	3	10-20	£250,000-£750,000
LC4/576 point	Large Town	12 + 5 committees	Several	20	>£750,000

8. Detailed profile benchmark descriptions can be found on pages 5 – 9 of the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004.

9. Chigwell Parish Council fits as follows:

Scale/Profile	Size	Meetings/year	Delegated Functions	Staff	Budget
LC2/313 points	Small or medium	6 – 12	Responsible Financial	Up to 10	<£25,000-£250,000
LC3/441 points	Large Parish or Small Town	12 + 2 committees	3	10-20	£250,000-£750,000
LC4/576 point	Large Town	12 + 5 committees	Several	20	>£750,000

10. The following factors should also be considered:

a. Experience and expertise

b. Qualification – professional development through a recognised institution or programme should be rewarded by a salary movement of one upward point on the spinal column in respect of each level attained.

11. Having established the benchmark salary for the post, the Council will EITHER:

a. Adopt a salary scale within the range. The salary will rise annually, by automatic increase on the 1st April each year, by incremental steps, to the scale maximum.

OR

b. 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.

Working Time

12. The Council will determine the hours to be worked and must ensure that the working week is sufficient to meet the demands of the Council's work

13. Part-time officers are remunerated pro rata at an hourly rate derived from the salary for a full-time post. 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 work by a full-time officer.

14. Under employment legislation any part-time member of staff much be offered the same terms and conditions as a full-time worker.

Pensions

15. To be included in the statutory workplace pension scheme (automatic enrolment) the following criteria must be met:

- a. Classed as a 'worker', i.e. have a contract of employment and are paid a salary;
- b. Aged between 22 and the State Pension age;
- c. Earn at least £10,000 per year (£490 per month / £113 per week);
- d. Usually work in the UK.

Annual Allowance

16. The clerk should receive an annual sum to take into account the use of space, lighting, heating and electricity due to working from home.

17. This is usually £100 per annum.

Actions

A. Identify the benchmark description which most nearly fits the Parish/post (see 7, 8, 9 above).

Chigwell Parish Council fits into either LC2, LC3 or LC4

B. Evaluate any factors which take the post above or below the benchmark (see 9, 10 above).

C. Add any increments for educational achievement (see 10b above).

D. Establish a salary range or spot salary (see 11 above).

Based on the benchmark descriptions and substantive ranges provided it can be considered that Chigwell Parish Council is either an LC2, due to the number of staff and delegated functions, or an LC3 below substantive due to the budget. Although there are more committees, it is not a Town Council, the number of full council meetings is lower and the budget, staff numbers and delegated functions (only the function of RFO is delegated) are insufficient to allocate it to LC4. Furthermore, there is financial and admin support to assist the Clerk/RFO in their role

Once this has been agreed there are two options here:

1. Adopt a salary scale within the range, which would rise annually on 1st April until the scale maximum is reached, e.g.
 - a. LC2 Above substantive range 29-32
 - b. LC3 Below substantive range 33-36
 - c. LC3 Benchmark range 37-41

OR

2. Adopt a single salary point, ensuring there is an annual review, e.g.
 - a. LC2 Above substantive range 31
 - b. LC3 Below substantive range 35
 - c. LC3 Benchmark range 39

The recommendation is to recruit within a range of 35-40 and then agree and adopt a single salary point with an annual review. This would make the salary point relevant to the post, but the appointment and annual review could then take any of the additional factors, e.g. qualifications, into consideration.

E. Agree the working time for the post (see 12 above).

The hours currently recorded in the contract of employment are 37 hours.

F. Calculate the annual salary, based on the NJC pay scales (see 2022-23 National Salary Award).