



REQUEST FOR CONTRIBUTION

Organisation/Group details	
Organisation/Group name	Brantham Management Community Interest Company
Contact name	Louise Madley
Contact address	Brantham Leisure Centre New Village Brantham CO11 1rz
Contact email	info@branthamleisurecentre.com
Contact telephone	07792236414

Approximate funding requested:£1847,79.....

PC Funding received previously:

Reason for funding request

Dear All,

I am writing to ask for support from the Parish Council towards our monthly youth club. We currently employ a Youth Club Leader and two teens @ BLC. We also have one senior volunteer.

I am happy to report that our numbers are up to 44 per session and the Youth Club is still striving. Our Youth Club Leader is offering structured activities and these seem to be sustaining attendance. We have a number of Youth Club take overs planned in the future by the Bowls Club and BLC ON THE RUN which will see the level of service increase due to demand to twice monthly. We have also continued to receive very positive feedback from the parents.



In order to continue offering this Youth Club I am reaching out to you for continued assistance. I am applying for £150 per month to contribute to staff wages and to session costs. I would also like to purchase a jumbo rounders set for £47.79 Total of £1847.79 for the annum. This will enable an increase to 2 x sessions per month to meet demand and secure a safe place that we feel is necessary in the village for the Teens.

Please let me know if you require any further information regarding this.

I look forward to hearing from you.

Louise Madley

Signed.....

Date.....

Brantham Parish Council

Donations for the year ending 31 March 2024 using the General Power of Competence*

Recipient	Reason for request	Amount Requested	Actioned	Minute no.

Subtotal of expenditure incurred to date		£0
Less Funding agreed from Horticulture fund		
Total Expenditure incurred in 2023-24		£0
Donations budget for 2023-24		£1,500
Funding carried over from 2022-23		£301
Donations over/underspend for 2023-24		-£1,801

* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012.
At its Annual Parish Council Meeting of 7 May 2019 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)



CIL SPENDING REVIEW – April 2023 for the year ending 31 March 2024

Neighbourhood CIL is governed by the CIL Regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAP0 and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). *The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1st January each year.*

1. CIL Resources available

CIL funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2018-19	£2556.87		£2556.87	16.10.23
2019-20	£104.01 £3258.75		£5919.63	03.04.24 19.10.24
2020-21	£3,258.67 £2,681.48		£11,859.78	03.04.25 09.10.25
2021-22			£11,859.78	
2022-23	£9,734.69 £7,747.54	£10,123.64	£19,218.37	07.04.27 12.10.27
2023-24	£53,848.41		£73,066.78	14.04.28
Committed		£18,074.10	£54,992.68	Balance after committed funds
Totals	£83,190.42	£28,197.74		

2. Projects completed as bids against the Neighbourhood CIL Pot

The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Lower Playing Field Goal Posts	None	Approx. £10,000	None	£10,123.64	June 2023	Completed

3. Projects identified as potential bids against the Neighbourhood CIL Pot

The following projects have been identified as valid bids against the Neighbourhood CIL Pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
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Play area updates	None allocated	£25,000	Neighbourhood CIL (BDC)	£15,000	Once BDC CIL Funding approved	Funding request to BDC CIL underway
Play area signage	None	£3074.10	£0	£3074.10	May 2023	Underway

4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online

Items highlighted in GRAY will be identified on an “as and when demand” as the parish continues to grow

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Additional consultation required	Further information
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown	Consultation with Brantham resident and PC needed	
Signage for cycleway to Manningtree	None Allocated	Unknown	SCC Locality Budget	£Unknown	PC Approval needed	
Crossing on A137	None allocated	£100,000	S106? / Locality funding	£unknown	Community Consultation needed	
Other major projects	None allocated	Unknown	To be determined		Subject to consultation	
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)		
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)		



INTERNAL AUDIT 2022-23

BPC ACTION PLAN

NB: Lines highlighted in Light Blue have been completed

Subject	Requirements	Recommendations	Actions for the Council	Who	Date Completed
SECTION 2 Financial Regulation and Standing Orders	Are Financial Regulations up to date and reviewed annually	Council might like to review the Procurement Thresholds amendments (SI 2022/139) of the Public Contracts (Amendment) regulations 2022 which came into force on 21Dec 2022 and make the changes to the contract value limits from £25,000 to £30,000 for non-central government authorities. The contract value limits are to be calculated incl. of VAT (effective from 01 Jan 2022)	Update Finance Regulations in line with the Procurement Thresholds amendments of the Public Contracts (Amendment) Regulations 2022	Clerk/RFO & Finance Committee	
SECTION 2 Financial Regulation and Standing Orders	Has the Council properly tailored the Financial Regulations	Ensure that the Financial Regulations are tailored to the Council by completing the sections within the [square] brackets and ensuring that all values are appropriate to the Council in terms of procurement and budgets	Update FR with particular attention to square brackets and values	RFO/Finance Committee	
SECTION 5 Budgetary controls	Verify that budget has been properly prepared and agreed	Council should be aware that the preparation of the annual budget is one of the key statutory tasks to be undertaken by an authority and should ensure that it is full Council, not a committee, that considers, approves and adopts the budget – for clarity the minutes of the Parish Council should show the actual figures being approved so that there is clarity on the budget, precept and implications for Band D Council Tax	Minute budget and precept decisions fully in full Parish Council minutes	Clerk	



INTERNAL AUDIT 2022-23

BPC ACTION PLAN

Section 8 – Payroll controls	Is there evidence that the Council is aware of its pension responsibilities?	Council is advised that every three years an employer must put certain staff back into a pension scheme. This is known as re-enrolment. Council must carry out its duties and comply with the deadlines as stated in communications from the Pension Regulator	Carry out re-enrolment	RFO	
Section 9 – Asset control	Is the asset register up to date and reviewed annually	Council is advised to review the values stated above ensuring that the bough forward balance of £573,499 mirrors the declared value on the audited accounts for the year ending 31 March 2022 (£571,905)	To review the balances on the Asset Register	RFO	
Section 14 – additional information	Is there evidence that Minutes are administered in accordance with legislation?	Council is advised to ensure that all absences are not merely recorded but approved by the Council thereby ensuring that the absence is not treated as unapproved	Clerk to ensure that absences are recorded appropriately	Clerk	
		Council should note that the resolutions that are made at the meetings when the public are not in attendance should still be recorded in the minutes for the meeting	Clerk to minute in camera sections of minutes appropriately	Clerk	



Pay Policy

Brantham Parish Council

Introduction

Brantham Parish Council believes that a fair, transparent and consistent pay policy which recognises and rewards staff is a key element to continuous organisational improvement.

The Council actively promotes equal opportunities in employment and welcomes diversity within the workforce and ensures equality for all employees and operates a transparent pay system compliant with the Equality Act 2010.

This policy sets out the framework for making decisions on employee pay. It will help to motivate an employee and provide the basis for sound financial and personnel planning and decrease the risk of grievance and discrimination.

Legislation

The relevant legislation concerning equal pay is found within the Equal Pay Act 1970, the Equal Pay (Amendment) Regulations 1983 and the Pensions Act 2011.

It is included in other United Kingdom legislation, European Community Law, the EU Directive on Fixed Term Work and resultant UK regulations. The legislation applies to all workers or employees regardless of full or part-time status, casual or temporary contract or length of service or any other consideration.

Terms and conditions of employment, except where specifically modified in the contract, are as set out in the National Agreement of National Joint Council for Local Government Services (NJC) which are contained in the Green Book.

Council's Commitment

- To pay accurately and on a timely basis.
- To ensure a clear and fair pay policy is in place for its employees.
- To maintain a salary record for each employee, including holidays entitled to and taken, sick days entitled to and taken, overtime records and time sheets.
- To retain all payroll information in a secure facility to ensure the integrity of that information.
- To update employee payroll information in an accurate and timely manner.
- To keep HMRC log in details, pin and passwords in accordance with Financial Regulations¹.
- To meet fully the statutory requirements placed on all employees by PAYE and National Insurance legislation².

Procedure

- Salary calculations will be provided by the SALC Payroll team to the Clerk (RFO) and submit payroll information to HMRC in Real Time Information (RTI).
- Employees will be provided with a detailed pay slip prior to the payment of their salary.
- Payroll related payments will be made by bank standing order.

¹ Brantham PC Financial Regulations May 2019, 6.11

² Brantham PC Financial Regulations May 2019, 7.1

- Payroll payments in each calendar month shall be reported and authorized at the monthly Finance Committee meeting and reported at the Full Council meeting³.
- Any payment to an employee in excess of their Terms and Conditions of Employment must be authorised in advance by the Council.
- P60's will be issued by 31 May.

Clerk/RFO Pay scales

To comply with the legislation, the Council will operate a transparent pay system, based on objective criteria and publish pay details of staff in line with the requirements of the Local Government Transparency Code 2015.

Clerk/RFO pay scales will be determined by their grading, which will align to the National Joint Council for Local Government Services (NJC) published pay scales.

The Clerk/RFO will be appointed to a defined salary scale point for their role.

The starting salary on appointment will normally be at the lower end of the pay scale, subject to negotiation based on the appointee's level of relevant knowledge and experience.

One salary point will be added to an employee's salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications: -

- The Certificate in Local Council Administration (CiLCA)
- The Certificate of Higher Education in Community Engagement and Governance – Level 1 or equivalent qualification awarded by a recognized University
- The Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by a recognized University
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by a recognized University

Litter Picker Pay scales

Litter pickers will be paid at least the National Living Wage

The Council can increase the level of pay above the NLW at its discretion accounting for length of service and experience

Salary rates will be reviewed at the March or April Finance Committee meetings and approved by the full Parish Council.

Clerk/RFO Pay reviews

The Clerk/RFO will receive an annual appraisal with their line manager (Parish Council Chair) in July or August, which will include a review of their salary.

Recommendations on salary shall be presented to and considered at the Finance Committee meeting in August or September each year.

All decisions on pay and reward are recommended by the Finance Committee to Full Council for ratification.

³ Brantham PC Financial Regulations May 2019, 7.5

Salary payments

Payment will be made by bank standing order on the 1st of each month, or if the 1st is a weekend or bank holiday the next available working day.

Additional hours

Exceptional additional hours required to be worked, above the normal working week, must be approved in advance by the Council.

Pensions

The Council has a duty to automatically enrol eligible employees in a suitable pension scheme⁴.

Holiday

The leave year runs from 1 April to 31 March.

Holidays must be taken at times agreed with the Council and requests submitted in writing to the Line Manager (Chair of the Parish Council).

By mutual agreement no more than five days leave may be carried forward to the next leave year.

Leave entitlement will increase when the employee has completed not less than five years of continuous service with the Council immediately prior to the commencement of the leave year.

Subject to Council approval any remaining unused holiday will be included in the March payroll and calculated at normal NJC rates.

Health & Safety

All employees will comply with Brantham Parish Council Health & Safety policy.

Appeals

Brantham Parish Council is committed to the fair application of the pay policy and will consider any employee concerns in the first instance through informal discussion. If that does not result in resolution of the issue, then use of the formal grievance procedure will be offered.

⁴ Pensions Act 2011

ADVICE NOTE:

Job Evaluation – How to evaluate the Clerks 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.

- Prepare a Job Description. What is the job required to do? Why does the position exist? What are the main responsibilities and accountabilities?
- Identify the quantitative measures for the council; gross budgeted income, precept, number of councillors, number of staff, meetings per year, statutory and delegated functions.
- 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.
- 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.
- 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

There is fuller description of each of the 8 elements in appendix 2 below.

- 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-
- 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's 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.

- 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.
- The SCP's for council Clerk jobs start at 5 and go up to 62. This is the updated range, which was amended in 2019 and replaced the old scale.
- 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 on appendix 4 below.

APPENDIX 1

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 wellbeing 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 wellbeing 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.

APPENDIX 2

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.

APPENDIX 3

Spinal Column Points (SCP) for each LC profile in the evaluation of Clerks' jobs

Updated to reflect the change in SCP's made from 1st April 2019

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

Appendix 4

National Association of Local Councils

109, Great Russell Street, London, WC1B 3LD

and

Society of Local Council Clerks

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

National Agreement on Salaries and Conditions of Service of Local Council

Clerks in England and Wales-2004

Joint Appeals Process

The process will be jointly managed by NALC and the SLCC with the SLCC providing the administration of the scheme. The process will be as follows.

- Where the Council and Clerk cannot agree on the appropriate salary point for the role in question application can be made either to NALC or to the SLCC for an evaluation to be carried out under the joint appeals process.
- All requests for appeals will be routed to the SLCC Taunton Main office who will issue application forms. Stationary will be jointly badged.
- The application form will be completed by the Clerk and the councillor(s) who has/have been designated to act by the council. It will include an undertaking by both parties to abide by the decision arrived at. The form is returned to the SLCC with the appropriate payment in line with the following scale.

gross budgeted income (£)		
Fee (£)		
<£ 10,000	£100
£10,000-50,000	£150
£50,000-£250,000	£200
£250,000-£500,000	£300
>£500,000	£400

- The SLCC will issue a job evaluation questionnaire with appropriate guidance to be completed jointly by the Council and the Clerk. This will be completed as fully as possible signed by both parties and returned to the SLCC.
- Where a council and Clerk are unable to agree on how to complete the form NALC/SLCC may provide, on request, some additional assistance. This will be provided at additional cost which will be charged to the Council.
- The SLCC will, in conjunction with NALC timetable regular appeals panels according to the level of demand. Panels will consist of equal numbers of evaluators from both organisations sufficient to consider the appeals on hand. It is envisaged that panels will not need to meet more than once a quarter. Having timetabled an individual case the Clerk and council will be notified of the date of the panel.

- The panel will meet and cases will be allocated to pairs of evaluators (one NALC one SLCC) who will undertake an evaluation in accordance with the agreed approach. Each evaluation team will try to reach agreement on the evaluation score and the appropriate pay grading within the 2004 agreement. In the event that they are unable to reach agreement a second evaluation may be performed to indicate the way forward.
- Once the panel has reached a decision on all cases these will be communicated formally to both the Clerk and the Council who will implement the result.
- The SLCC will arrange payment for evaluators at the agreed rate (£25 per evaluation) and meet expense claims (at SLCC rates) for travelling to panels as appropriate. The SLCC will keep an account and deduct administration expense as appropriate. Any surplus funds generated by the process will be shared equally between the two organisations on an annual basis. Likewise, any deficit will be met by equal charges on both organisations.

2 November 2022

E02-22 | 2022-23 NATIONAL SALARY AWARD

The LGA has notified us they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

“Pay

Agreement has been reached on rates of pay applicable from 1 April 2022.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2022

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org

The attached Annex 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 are based on the changes agreed by the NJC. These should be retrospectively applied from 1 April 2022.

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ANNEX 1

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
2	£18,516	£9.62	£20,441	£10.62	
3	£18,887	£9.82	£20,812	£10.82	
4	£19,264	£10.01	£21,189	£11.01	
5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	
11	£22,129	£11.50	£24,054	£12.50	
12	£22,571	£11.73	£24,496	£12.73	
13	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
14	£23,484	£12.21	£25,409	£13.21	
15	£23,953	£12.45	£25,878	£13.45	
16	£24,432	£12.70	£26,357	£13.70	
17	£24,920	£12.95	£26,845	£13.95	
18	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
19	£25,927	£13.48	£27,852	£14.48	
20	£26,446	£13.75	£28,371	£14.75	
21	£26,975	£14.02	£28,900	£15.02	
22	£27,514	£14.30	£29,439	£15.30	
23	£28,226	£14.67	£30,151	£15.67	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
24	£29,174	£15.16	£31,099	£16.16	LC2 (24-28) (substantive benchmark range)
25	£30,095	£15.64	£32,020	£16.64	
26	£30,984	£16.10	£32,909	£17.10	
27	£31,895	£16.58	£33,820	£17.58	
28	£32,798	£17.05	£34,723	£18.05	
29	£33,486	£17.40	£35,411	£18.40	LC2 (29-32) (above substantive benchmark range)
30	£34,373	£17.87	£36,298	£18.87	
31	£35,336	£18.37	£37,261	£19.37	
32	£36,371	£18.90	£38,296	£19.90	
33	£37,568	£19.53	£39,493	£20.53	LC3 (33-36) (below substantive range)
34	£38,553	£20.04	£40,478	£21.04	
35	£39,571	£20.57	£41,496	£21.57	
36	£40,578	£21.09	£42,503	£22.09	
37	£41,591	£21.62	£43,516	£22.62	LC3 (37-41) (substantive benchmark range)
38	£42,614	£22.15	£44,539	£23.15	
39	£43,570	£22.65	£45,495	£23.65	
40	£44,624	£23.19	£46,549	£24.19	
41	£45,648	£23.73	£47,573	£24.73	
42	£46,662	£24.25	£48,587	£25.25	LC3 (42-45) (above substantive benchmark range)
43	£47,665	£24.77	£49,590	£25.77	
44	£48,857	£25.39	£50,782	£26.39	
45	£50,074	£26.03	£51,999	£27.03	
46	£51,334	£26.68	£53,259	£27.68	LC4 (46-49) (below substantive range)
47	£52,607	£27.34	£54,532	£28.34	
48	£53,768	£27.95	£55,693	£28.95	
49	£55,274	£28.73	£57,199	£29.73	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
50	£56,658	£29.45	£58,583	£30.45	LC4 (50-54) (substantive benchmark range)
51	£58,070	£30.18	£59,995	£31.18	
52	£60,007	£31.19	£61,932	£32.19	
53	£61,938	£32.19	£63,863	£33.19	
54	£63,878	£33.20	£65,803	£34.20	
55	£65,831	£34.22	£67,756	£35.22	LC4 (55-62) (above substantive benchmark range)
56	£67,759	£35.22	£69,684	£36.22	
57	£69,712	£36.23	£71,637	£37.23	
58	£71,626	£37.23	£73,551	£38.23	
59	£73,441	£38.17	£75,366	£39.17	
60	£75,295	£39.13	£77,220	£40.14	
61	£77,193	£40.12	£79,118	£41.12	
62	£79,144	£41.14	£81,069	£42.14	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs. Please also note that NJC have resolved to delete SCP 1 w.e.f. 1st April 2023