



SOMERSET ASSOCIATION OF LOCAL COUNCILS

Serving Local Councils in Somerset

Affiliated to the National Association of Local Councils

NALC / SLCC Salary Agreement – Short Form

In December 2004, agreement on salary scales was reached between NALC and SLCC. This document contains a much abbreviated summary of the text – the full document should be referred to in the event of any doubt.

A Council, in appointing the Clerk to the Council, is choosing the holder of a responsible public position who will have the qualities necessary to administer properly the Council's affairs and to carry out the tasks associated with the wider role of the Council as its representative and ambassador. Those qualities include competence, initiative, energy and imagination. 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. [Guidance on making an appointment is available from SALC in hard and electronic format].

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.

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. This has been derived from an independent bench marking exercise carried out on behalf of the NALC and SLCC across a sample set of Clerks' positions. The job profiles for the benchmarks are included at the end of this document. Councils and Clerks should establish the appropriate similar job specification taking account of the particular realities of the role in question.

Salary is calculated by reference to the numbered positions on the spinal column points chart issued regularly by NALC and the SLCC. The spinal column points used will be those of the National Joint Council for Local Government Service.

<i>Scale</i>	Points below substantive range	Substantive benchmark range	Points above substantive range
<i>LC1</i>	15-17	18-22	23-25
<i>LC2</i>	26-29	30-34	35-38
<i>LC3</i>	39-42	43-47	48-51
<i>LC4</i>	52-55	56-60	61-64

Having established the benchmark salary for the post, the Council will either;

- Adopt a 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.

In either case, the starting point or single salary point is to be chosen by reference to the following factors:

- 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
- the extent of functions devolved from principal authority level
- staffing levels.

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.

The National Agreement requires that 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. That figure is to be divided by 37, being the standard number of hours worked by a full-time officer.

Under employment legislation any part-time member of staff must be offered on a *pro rata* basis the same terms and conditions as those of a full-time worker in a comparable post. This includes supervisory enhancements, expenses, overtime/time-in-lieu, leave, pension or gratuity, etc. For a comparable post where there is a sole employee the comparison must be with an employee in the local council sector.

PROFILE LC 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.

<i>Small or medium parish.</i>	<i>Up to 6 meetings a year</i>	<i>No devolved functions</i>
<i>Few statutory functions.</i>	<i>No Staff</i>	<i>Typical budget of up to £25,000</i>

PROFILE LC 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.

<i>Small or medium parish.</i>	<i>6 – 12 meetings per year.</i>	<i>2 devolved functions.</i>
<i>Many statutory functions.</i>	<i>Small team of up to 10 staff.</i>	<i>Typical budget £25,000 – £250,000</i>

PROFILE LC 3

The job requires theoretical plus practical and procedural knowledge in a specialist area or an equivalent level of organisational, procedural and policy knowledge.

<i>Large parish/small town.</i>	<i>12 meetings plus 2 committees.</i>	<i>3 delegated functions</i>
<i>Most statutory functions.</i>	<i>Large team 10-20 staff.</i>	<i>Typical budget £250,000–£750,000</i>

PROFILE LC 4

The job requires advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge.

<i>Large town</i>	<i>12 meetings per year plus 5 committees</i>
<i>3+ delegated functions</i>	<i>Most statutory functions in large town.</i>
<i>20 + staff.</i>	<i>Budget in excess of £750,000</i>