A good clerk is the bedrock of a good parish or town council ("local council"). The recruitment of a new clerk, therefore, is one of the most important decisions that a council will make.

The modern clerk is a professional whose workload, hours of work, pay and training and development should be properly provided for in the council’s budget. The recruitment of a new clerk also needs to be carried out in the right way to recruit the best person for the job.

This guide provides straightforward advice to local councils on the recruitment, appointment and training of a clerk, and applies to all local councils regardless of size.

You will find in this guide:

- the NALC/SLCC National Agreement on Salaries and Conditions of Service 2004 (page 8)
- a specimen job description, which you should adapt to meet your council’s particular requirements (page 17)
- a specimen person specification (page 19)
- a specimen advertisement (page 20)
- a specimen application form (page 21)
- the current recommended salary scales (2013/14) (page 25)
- the NALC\SLCC Model Contract of Employment (page 27)
- a short guide to the Certificate in Local Council Administration (page 36)

We’ve included separately a booklet and two leaflets as follows:

- Being a good employer. A guide for parish and town councillors
- Your Parish Council – A Guide
- Becoming a Parish Council Clerk
The first point to make is that the recruitment of staff is a responsibility of the whole council. This is especially the case when recruiting a new clerk. You should think hard about what your council expects of your new clerk and only move to the next step of this step-by-step guide when everything has been agreed.

**Step 1 - What is the council asking the clerk to do?**

*This is the most important step. It is about everyone understanding and agreeing what the clerk is expected to do and how the council can support the role. Decisions here lay the foundation for the other steps.*

The role of clerk is not just preparing agendas and taking the minutes. The role of the modern, professional clerk is to manage the council's business and take action on the council's decisions.

The clerk acts as an impartial advisor to the council and this role should be respected and supported by councillors.

The role can include management responsibility for other council staff as well as property.

The council needs to decide what it wants the new clerk to do or not do. The following questions are designed to help your council reach a considered view:

- What duties do you want the clerk to undertake in addition to the administration of meetings
- Should the Clerk have delegated powers to deal with (urgent) matters between meetings – if so, what and to what extent e.g. spending up to a specified sum on urgent items
- Will you expect the clerk to work from home or will a Parish Office be provided? Working from a Parish Office brings a public dimension to the job that may require more time
- Whether working from home or a Parish Office are you providing a computer, photocopier and/or fax machine, telephone line? – this certainly influences the skills and knowledge required.
- The Parish Office can also be an information point for the community. Do you want the clerk to be responsible for this?
- Are you expecting the clerk to manage other staff?
- Is the clerk to be the Responsible Financial Officer?
- Will you expect the clerk to be responsible for the Council’s payroll duties?
- Do you want the clerk to liaise regularly with the chairman between meetings?
Will the clerk represent the council’s views to other bodies. This will help you decide whether it is councillors or the clerk that represents the council on other bodies

What are your plans for supporting the training and qualification of the clerk?

Once you take decisions on these and other questions you can begin the next step.

**Step 2 – Create a job description**

A job description is what it says – a description of responsibilities and tasks expected of the job holder.

The primary elements of the job description are:-

- **Job Title** – it is important to be clear if the job is also to include the role of Responsible Financial Officer as well as clerk to the council.

- **Role** – this summarises what the job entails e.g. advising the council on legal matters and/or administering the council’s business. If the council has several employees will they be managed by the clerk.

- **Accountable to** – it is vital to be clear that the clerk is accountable to the whole council not just the chairman – but can liaise with the chairman between meetings.

- **Responsibilities** – a clear statement of responsibilities and tasks as agreed in Step 1.

A specimen job description is attached.

**Step 3 - Decide how many hours you want the clerk to work**

How many hours each month will it take to meet the requirements of the job description? Past experience will be the best guide but it’s important not to underestimate the time it takes the clerk to handle all aspects of the job, particularly the paperwork.

**Step 4 - Decide how much to pay the clerk**

Guidance can be found in the NALC National Agreement which forms part of this guide. In summary, you need to decide which of the four profiles (after paragraph 14 in the National Agreement) best fits the role of your clerk. Then read off the salary points on the appropriate LC Scale (after paragraph 6) and refer to the current recommended salary scales included in this guide.

**Step 5 - Prepare a Contract of Employment**

The council should now agree a Contract of Employment for the clerk. The model NALC\SLCC contract is included in this guide. If you would like to adapt it to meet the specific needs of your council please contact the CALC office.
**Step 6 - Decide on the person you want – prepare a ‘person specification’**

Having decided in Steps 1 and 2 what you want of the new clerk, it is important to make decisions on the attributes of the person you want to ensure ‘best fit’ with what’s to be done and with the council itself. You need to prepare a ‘person specification’ – a clear statement of the qualities you are looking for in your clerk will help in the interview.

Remember – the law demands that an employer cannot discriminate on the grounds of age, sex, race, creed or colour but it is safe to talk about skills and experience, approach to the job and flexibility in terms of hours of work.

A specimen person specification is included in this guide.

**Step 7 - Frame the job advertisement**

The post should be advertised in the interests of transparency.

Whether it is to appear in the parish magazine, on the parish notice board or in a local newspaper, it is important to take care over the wording of the advertisement. Include all essential information like salary, hours of work, main duties and a closing date. And don’t forget to include the name of the parish council!

The advertisement is not just about the job. It is also carrying messages about the council and its approach to the role being advertised.

Using all the information from the previous steps, put together an advertisement that sells the ‘job’, tells people about the council, and gives a good description of what’s wanted. There is a specimen advertisement in this pack which should be adapted to your council’s specific needs.

Larger councils may decide at this stage that an application form may help. Application forms have the advantage of organising the information you want about an individual but there are certain rules and regulations to observe. If it is decided to use a form then the advertisement should invite people to ask for the form and give a date by which it must be returned. A specimen application form is included in this guide. The alternative approach is simply to ask individuals to apply in writing giving personal details and relevant skills and experience.

Finally be clear to whom applicants should send their details – it is usually the Chairman.

Ensure that the job description and person specification are sent to all applicants and it is a good idea to send some more information about the clerk’s role, such as the CALC leaflets.
**Step 8 - Arrange the interview**

It is not a good idea for the whole council to interview candidates – it doesn’t send out very good messages about the council and it is intimidating for the candidate.

**Panel membership**

Agree a small panel of ideally no more than three councillors to shortlist and interview. The minimum panel should be two. It is unwise to allow one councillor to do this even if it is the Chairman!

**Interview organisation**

Each panel member should understand the role and responsibilities of the clerk and have a copy of the job description and person specification.

Each member should have a role in the questioning - agree a “batting order” and limit questions to about two or three per person.

Use the job description and the person specification that you have drawn up in Steps 2 and 6 as a checklist.

**Venue**

Choose neutral territory – e.g. the Council’s normal meeting place.

**Timing**

Holding interviews at the beginning of the week is a good idea to allow time for following up any outstanding issues.

Give an appointment time to each person to be interviewed and stick to the timetable.

**References**

Consider if you want to do this. It is very important that all applicants are treated the same, whether already known to the Council or not – either references are sought for all candidates or they are not.

Opinions vary on the best time to take up references – before or after interview. Much depends on the wishes of the candidate. For most appointments it is unlikely that candidates will object to references being sought before they are interviewed. However, if some candidates have other jobs they may not wish it to be known that they are applying for another job.

**Step 9 - The interview**

The Chairman should introduce him/herself and the other panel members and tell candidates the order in which panel members will ask questions. Candidates should also be told that they will get the chance to ask questions at the end.
A copy of the job description and person specification must be available for all to refer to at any time in the interview.

The range of questions should cover not only the essential knowledge and skills needed for the job but also personal skills of communication, aptitude for, say, dealing with difficult people and reading 'government speak' documents - getting a 'best fit' is as important as academic knowledge.

An employer must not discriminate on the grounds of age, sex, race, creed or colour. Do not ask questions about personal circumstances. But it is safe to talk about skills and experience, approach to the job and flexibility in terms of hours of work.

It is important that the decision made can be justified to the full council - a structured approach avoids personality issues - "the facts spoke for themselves". It is a good idea for the chair of the interview panel to keep notes that can be referred to at the full council meeting.

**Step 10 - Select the right person**

Tell the successful candidate as soon as possible that the panel is to recommend their appointment to the full council. Furthermore tell them that the appointment will be subject to satisfactory references (if not sought before the interview) and acceptance of the contract of employment. If the panel has full authority to confirm the appointment then this can be done straight away.

Don't forget to congratulate the candidate!

Don't leave telling the other candidates that they have been unsuccessful to the outgoing clerk. The chairman of the panel should accept this responsibility.

**Step 11 - Offer of appointment letter and Contract of Employment**

Write to the successful candidate and offer the appointment. The Contract of Employment must be given to the clerk as soon as possible and no later than two months after starting work.

**Step 12 - Induction and training**

Don't spoil things by breathing a sigh of relief that you have got a new clerk and then wait for them to turn up at the next meeting, supposedly knowing what to do! Of course you may have been lucky in recruiting a qualified/experienced clerk but even they will need help.

Draw up an induction plan for your new clerk. This may include a briefing from the outgoing clerk – indeed it may extend to an overlap period so that the new clerk can take time to assimilate information.

If you haven't got this luxury then it falls to the chairman to make introductions to the rest of the councillors and perhaps enlist the help of the clerk from a neighbouring council. It is important to give the clerk “anchors” – people and information sources that they can get answers or advice from.
It is also vital that formal induction training is entered into quickly - to be followed by extended training later. CALC has structured courses available and these should ideally be booked as the recruitment process gets under way.

**Step 13 - Keeping your Clerk**

A good relationship between the clerk and the chairman of the council allows the opportunity for the clerk to raise concerns and questions in confidence.

Annually reviewing the salary in line with national pay rates and formally reviewing the job description at regular intervals will go a long way to developing that essential sense of belonging needed by the clerk. Feeling wanted is something we all need to experience – this is no less true for the clerk to a local council.

**And, finally, help and advice is available from:**

Cumbria Association of Local Councils  
Fire and Rescue Service Headquarters  
Carleton Avenue  
PENRITH, Cumbria  
CA10 2FA  
Tel: 01768 812663  
E-mail: office@calc.org.uk

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**We welcome feedback. If this guidance falls short of what you expected please let us know what we could do to improve it.**

The CALC Team

July 2013
National Association of Local Councils
109, Great Russell Street, London, WC1B 3LD

and

Society of Local Council Clerks
Registered Offices
1, The Crescent, Taunton, Somerset, TA1 4EA

National Agreement on
Salaries and Conditions of Service
of Local Council Clerks in England and
Wales
2004

This publication covers the salaries and conditions of service of full-time and part-time Clerks and other officers of Town, Parish and Community Councils (Referred to as Local Councils).

In this Document the National Association of Local Councils and the Society of Local Council Clerks are referred to respectively as NALC and SLCC.

Part 1 of this document covers the national agreement on terms and conditions, Part 2 details the model contract of employment while Part 3 contains guidance on good employment practice and current employment law as it applies to Local Councils.

Part 1 The National Agreement

1. NALC and SLCC advise Local Councils that they have jointly agreed the appropriate salary ranges and core terms and conditions for the Officers of Town, Parish and Community Councils. The Terms and Conditions are based on the National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services and regularly reviewed and agreed by NALC and SLCC acting together. Councils are strongly recommended to adopt this agreement and to conduct their employment relations in line with the guidance attached.
2. A Council, in appointing the Clerk to 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. 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.

3. The agreement on terms and conditions, the model contract and the guidance on good employment practice all provide a framework for attracting, retaining and motivating the appropriate calibre of staff to work in modern local councils. The final decision on salary has to be agreed between the council and the officer at appointment, but this National Agreement between NALC and SLCC provides a reasonable salary and terms and conditions standard for clerks.

4. Under the Employment Rights Act 1996 the implementation of a new scheme of terms and conditions cannot be implemented to the detriment of the current post holder. In the event that the implementation of this scheme implies a reduction in salary, existing post holders will have protected rights for a period of 5 years. Councils and Clerks should contact their respective County Officer or SLCC advisor for guidance in this event.

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. This has been derived from an independent benchmarking exercise carried out on behalf of the SLCC and NALC across a sample set of Clerk’s 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. On request to NALC & SLCC a specific job evaluation can be carried out to set the salary baseline for any local council. There will be a charge for this service.

6. Salary is calculated by reference to the numbered positions on the spinal column points 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.
7. 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.

8. 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, insofar only as they vary from the description of the benchmark post:

- 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
9. 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.

10. Details of the current salary ranges, with benchmark post guidance, and recognition of qualification are published regularly by NALC and the SLCC.

11. Apart from salary the general terms and conditions for clerks follow the principles of proper employment practice and specifically the general agreement by the National Joint Council for Local Government Services. These terms and conditions are expressed in the model contract agreed by NALC and SLCC and the good practice guidance which is attached to this agreement. The model contract and good practice guidance cover such things as pension entitlement, holiday pay, sickness allowance, grievance and disciplinary procedures and other good practice arrangements.

WORKING TIME

12. The standard working week for full-time Clerks to the Council and other Officers is 37 hours. For part-time officers, the Council will determine the hours to be worked and must ensure that the working week, or overall staffing provision, is sufficient to meet the demands of the Council’s work. Further advice and information on this is set out in the Guidance Notes.

13. 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 described above. 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 worked by a full-time officer.

14. 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.
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 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 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 (LC2)

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 (LC3)

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 (LC4)

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 well being 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.
SPECIMEN JOB DESCRIPTION

CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council/Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. *The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. *The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. *The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. * Or to monitor the work of a designated other officer designated the Responsible Financial Officer.

3. To ensure that the Council's obligations for Risk Assessment are properly met.

4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. *Other than where such duties have been delegated to another Officer.

5. *To attend all meetings of the Council and all meetings of its committees and sub-committees. *Other than where such duties have been delegated to another Officer.

6. *To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
7. To receive and report on invoices for goods and services to be paid for 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.

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 draw up 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 any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

12. To act as the representative of the Council as required.

13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.

15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.

18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
An example: for a medium sized council:

**Designation: Clerk/ Responsible Financial Officer to Anytown Parish Council**

<table>
<thead>
<tr>
<th>Competency</th>
<th>Highly Desirable</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Education, professional qualifications and training</strong></td>
<td>High level of numeracy and literacy</td>
<td>Administration / book keeping qualifications</td>
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<tr>
<td></td>
<td>Completion or willingness to work towards the Certificate in Local Council Administration.</td>
<td></td>
</tr>
<tr>
<td><strong>Abilities: Practical and Intellectual skills</strong></td>
<td>Ability to work effectively on your own and in a team</td>
<td>Experience of dealing with the public</td>
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<td></td>
<td>A working knowledge and understanding of local government structure and practices</td>
<td>Confident public speaker</td>
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<td></td>
<td>Competent in book keeping and meetings administration</td>
<td>Knowledge of a computer accounting package.</td>
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<td></td>
<td>Computer literacy</td>
<td>Experience of managing a small team.</td>
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<td></td>
<td>Ability to communicate at all levels in the community both orally and in writing</td>
<td>Past experience as a parish council clerk</td>
</tr>
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<td></td>
<td>Excellent organisational skills</td>
<td>Experience of managing small projects</td>
</tr>
<tr>
<td><strong>Circumstances</strong></td>
<td>Willingness to work evenings when council or committees meet.</td>
<td>Current driving licence</td>
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<td></td>
<td>Willingness to undertake training</td>
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<td></td>
<td>Flexible and committed to the Council.</td>
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Anytown Parish Council

Clerk to the Parish Council

Anytown Parish Council seeks a confident person with an interest in the local community for the post of Clerk to the Parish Council from [include date]

The Clerk is responsible for managing the Council’s day to day business, providing advice, and implementing decisions.

Applicants will need to be computer literate, able to prepare council agendas and record minutes, be familiar with book keeping and financial procedures and be able to correspond with external organisations on behalf of the Council.

Working hours are about [include number] per week and the salary is in accordance with nationally agreed scales [or include precise salary level]. With the exception of meetings attendance, the post holder will be expected to work from home and will be provided with a computer.

The Council meets in the evening on [include meeting pattern] of each month, with other meetings being called as required.

Formal training and plenty of help and advice will be available.

For an informal discussion, and an application form and job description, please contact the Chairman, [include name], on [include telephone number] or email [include email address].

Applications should be sent, marked “Private and confidential”, to the following address by no later than [include closing date]:

[Include address for applications]
Confidential

Xxx PARISH COUNCIL

JOB APPLICATION FORM

POSITION APPLIED FOR: ________________________________________________

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<thead>
<tr>
<th>SURNAME</th>
<th>FORENAMES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Home address:____________________________________________________________

Address for communication (if different):____________________________________

Telephone No: Home________________      Work________________________________

EDUCATION

Give details of secondary, further and higher education

<table>
<thead>
<tr>
<th>Name of Establishment</th>
<th>Start date</th>
<th>Finish date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


QUALIFICATIONS

Please enter in summary form your academic and professional qualifications

<table>
<thead>
<tr>
<th>Subject</th>
<th>Level</th>
<th>Date</th>
</tr>
</thead>
</table>

PARTICULARS OF PAST EMPLOYMENT

Please give details of past employment (excluding any short term/temporary jobs). Please start with the most recent first

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Start date</th>
<th>Finish date</th>
<th>Position held and duties undertaken</th>
<th>Salary</th>
</tr>
</thead>
</table>

22
With reference to the Job Description and Person Specification, please describe the skills, abilities and past experience that you would bring to this job.
ADDITIONAL INFORMATION

Please give any further information which you consider relevant to your application.

REFEREES

Please give name, occupation and postal address of two people (not related to you) to whom reference can be made. One should be your current or most recent employer. References will not be taken up prior to interview.

1.________________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

2.________________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

Canvassing directly or indirectly will disqualify the candidate concerned.

I declare that the information contained in this form is to the best of my knowledge correct.

Signature___________________________________________ Date____________________

Completed application forms should be emailed to: XXX

or posted to: XXX
1. The National Joint Council (NJC) for Local Government Services has reached agreement on the pay scales for 2013-14. Consequently the National Association of Local Councils and Society of Local Council Clerks jointly recommend that the salary scales of all full and part-time clerks be adjusted in accordance with the new spinal column points (SCP) – including revised figures (based on the change as agreed at NJC) for SCPs 50 and above. The rates of pay set out below should be applied from **1st April 2013**.

<table>
<thead>
<tr>
<th>Scale</th>
<th>Points below substantive range</th>
<th>Substantive Benchmark range</th>
<th>Points above substantive range</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC1 (15-17)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>£16,215</td>
<td>18</td>
<td>£17,333</td>
</tr>
<tr>
<td>16</td>
<td>£16,604</td>
<td>19</td>
<td>£17,980</td>
</tr>
<tr>
<td>17</td>
<td>£16,998</td>
<td>20</td>
<td>£18,638</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>22</td>
<td>£19,817</td>
</tr>
<tr>
<td>LC2 (26-29)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>£22,443</td>
<td>30</td>
<td>£25,727</td>
</tr>
<tr>
<td>27</td>
<td>£23,188</td>
<td>31</td>
<td>£26,539</td>
</tr>
<tr>
<td>28</td>
<td>£23,945</td>
<td>32</td>
<td>£27,323</td>
</tr>
<tr>
<td>29</td>
<td>£24,892</td>
<td>33</td>
<td>£28,127</td>
</tr>
<tr>
<td></td>
<td>34</td>
<td></td>
<td>£28,922</td>
</tr>
<tr>
<td>LC3 (39-42)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>£33,128</td>
<td>43</td>
<td>£36,676</td>
</tr>
<tr>
<td>40</td>
<td>£33,998</td>
<td>44</td>
<td>£37,578</td>
</tr>
<tr>
<td>41</td>
<td>£34,894</td>
<td>45</td>
<td>£38,422</td>
</tr>
<tr>
<td>42</td>
<td>£35,784</td>
<td>46</td>
<td>£39,351</td>
</tr>
<tr>
<td></td>
<td>47</td>
<td></td>
<td>£40,254</td>
</tr>
</tbody>
</table>

(contd)
PART-TIME CLERKS - HOURLY RATES

2. Salary scales and hourly pay rates for ALL part-time clerks are calculated by pro-rata reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place. For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1st April 2013 are:

Scale LC1 and part LC2

<table>
<thead>
<tr>
<th>SCP (Spinal Column Point)</th>
<th>Hourly Rate (£p)</th>
<th>SCP (Spinal Column Point)</th>
<th>Hourly Rate (£p)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>£8.428</td>
<td>16</td>
<td>£8.630</td>
</tr>
<tr>
<td>17</td>
<td>£8.835</td>
<td>18</td>
<td>£9.009</td>
</tr>
<tr>
<td>19</td>
<td>£9.345</td>
<td>20</td>
<td>£9.687</td>
</tr>
<tr>
<td>21</td>
<td>£10.040</td>
<td>22</td>
<td>£10.300</td>
</tr>
<tr>
<td>23</td>
<td>£10.603</td>
<td>24</td>
<td>£10.949</td>
</tr>
<tr>
<td>25</td>
<td>£11.296</td>
<td>26</td>
<td>£11.665</td>
</tr>
<tr>
<td>27</td>
<td>£12.052</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

3. On October 1st 2013, all employees paid at the rate of SCP4 are automatically raised to SCP5.
MODEL CONTRACT OF EMPLOYMENT

This contract of employment (“the contract”) contains the main terms and conditions of your employment with [       ] Council (“the Council”). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER:  

THE EMPLOYEE:  

DATE OF ISSUE:  [       ] 2013
1. **COMMENCEMENT DATE**

1.1 Your employment with [ ] Council began on.................. (“the commencement date”).

2. **CONTINUOUS SERVICE**

2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.

2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. **CONDITIONS OF SERVICE**

3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

4. **PROBATION**

4.1 Your appointment is subject to satisfactory completion of a probationary period of not less than 13 weeks.

5. **JOB TITLE**

5.1 You are employed as [ ].

6. **JOB DUTIES**

6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.

6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.
7. DECLARATION OF OTHER EMPLOYMENT

7.1 You shall not undertake other employment without the Council’s written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

Working from the Council’s premises

8.1 Your usual places of work are:
The Council’s office address
Address of the venue for the Council’s meetings
Address of the venue for meeting the public.

OR

Working from home

8.1 Your usual places of work are:
Home address
Address of the venue for the Council’s meetings
Address of the venue for meeting the public.

9. SALARY

9.1 Your salary is £[       ] per annum being the current salary point [       ] within the [       ] range in scale [       ] as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

THEN EITHER

9.2 You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.

OR

9.2 Subject to satisfactory performance, you will progress automatically through the range [       ] in salary scale [       ] by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April [       ] (year) and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

9.3 One salary point will be added to your 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
- Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

9.4 Your salary will be paid to you by cheque or bank transfer to your bank or Building Society on [_____] of each month.

10. EXPENSES

10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business (“mileage expenses”) provided that mileage expenses have been approved by the Council.

10.2 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.

10.3 You will be provided with a copy of the Council’s expenses policy.

For employees working at home

10.4 Expenses may include any of the following:

- 10.4.1 Purchase or use of office equipment
- 10.4.2 Purchase of office consumables
- 10.4.3 Connection, rental or use of telephone line and Internet/broadband
- 10.4.4 A sum to take into account the use of space, lighting, heating and electricity due to working from your home.
11. WORKING AT HOME – INSURANCE

11.1 You shall notify your insurers that your home is your main place of work and that in the course of your employment members of the public may attend at your home.

11.2 You shall provide the Council with evidence that you have the correct insurance cover for the circumstances set out in clause 11.1.

The Council shall pay for any additional insurance premiums arising from the arrangements for working at home set out in clause 11.2.

12. APPRAISAL

12.1 You will receive an annual appraisal.

13. HOURS OF WORK

13.1 You are required to work [ ] hours per week from [ ] to [ ].

14. ADDITIONAL HOURS
For employees who are paid at or below salary point 28

14.1 If you work more than your normal working hours, then subject to the Council’s prior approval, you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time to be agreed between you and the Council.

OR

For other employees

14.1 If you work more than your normal working hours, then subject to the Council’s prior approval, you may take time off in lieu at a time to be agreed between you and the Council.

15. ANNUAL LEAVE

15.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 21 working days’ leave in each leave year (pro rata for part time employees).

15.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days.
15.3 Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.

15.4 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.

15.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.

16. SICKNESS ABSENCE

16.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.

16.2 You will be provided with a copy of the Council’s sickness absence policy.

16.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

17. SICK PAY

17.1 Provided that you comply with the Council’s sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

- during 1st year of service: one month’s full pay and (after completing 4 months' service) 2 months’ half pay
- during 2nd year of service: 2 months’ full pay and 2 months’ half pay
- during 3rd year of service: 4 months’ full pay and 4 months’ half pay
- during 4th & 5th - year of service: 5 months’ full pay and 5 months’ half pay
- after 5 years' service: 6 months' full pay and 6 months' half pay
18. MATERNITY /PATERNITY /ADOPTION LEAVE

18.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

19. INJURY OR ASSAULT

19.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

20. PENSIONS

20.1 The Council is a member of the Local Government Pension Scheme OR is a member of the Government’s NEST scheme.

21. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

21.1 Either party may terminate the contract by giving one week’s notice in writing.

After completion of probationary period

21.2 The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.

21.3 The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks’ notice.

21.4 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.
22. **DISPUTE RESOLUTION**

22.1 You have been provided with a copy of the Council’s grievance and disciplinary procedures.

22.2 If you have a grievance arising from your employment, you should raise it with [the Chairman of the Council/Chairman of the Staffing Committee]. If you are dissatisfied with any disciplinary decision made against you, you should raise it with [the Chairman of the Council/Chairman of the Staffing Committee].

23. **HEALTH AND SAFETY**

23.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

23.2 You will be given a copy of the Council's Health and Safety Policy.

24. **EQUAL OPPORTUNITY POLICIES**

24.1 You must comply with the Council’s Equal Opportunity Policies. You will be given a copy of these Policies.

25. **TRAINING AND DEVELOPMENT**

25.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council’s expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

26. **INDEMNITY**

26.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.
Signed: ______________________________________  Dated: __________________________

Name: ______________________________________

Signed for and on behalf of [ ] Council

Signed: ______________________________________  Dated: __________________________
What is the Certificate in Local Council Administration (CiLCA) ?

It's the accredited certificate for the local council sector, designed to test basic levels of competence for the role of parish clerk. The syllabus has been designed to cover all aspects of the clerk's role and candidates are required to compile a portfolio of evidence to show they fully understand their job. The certificate for clerks is a vital criteria for a council gaining Quality Parish Status.

Once registered for the certificate you are given the option of how you would like to work towards the portfolio. The Cumbria Association of Local Councils (CALC) can provide advice regarding the various training methods available. Having completed your training (available through CALC) you can then compile the portfolio of evidence that you have to submit in order to gain the Certificate.

Who can apply to do the Certificate in Local Council Administration?

Anyone can undertake the Certificate in Local Council Administration. Although it is has been designed for parish and town clerks, it can be undertaken by assistant clerks, aspiring clerks, councillors or any other person interested in local council administration. All you need is access to a helpful parish council and access to information and guidance on how to compile your portfolio of evidence.

There are no entry requirements but it helps if you are working for a parish or town council (either as a clerk or an assistant clerk) as you will need access to documents for your portfolio. It is possible for 'prospective' clerks to apply for the certificate.

CiLCA accreditation attaches to the candidate, not the council.

How do I get the Certificate in Local Council Administration?

Contact CALC in the first instance and request a registration form. CALC will let you know what to do next.

Once you have registered, you will have 24 months from the date you signed the registration form to complete and hand in your Portfolio of Evidence. CALC will help you find the most appropriate training for your needs, and to enable you to complete your portfolio of evidence successfully.

You can compile the portfolio in a number of ways: by using your own experience, by attending a training course locally, or by doing the distance learning course pack "Working With Your Council"

If you think you will not be able to undertake both training and compilation of the portfolio in
24 months, you may wish to register for the Certificate after undertaking the training available via CALC.

When do I submit my portfolio of evidence?

You can start work on your portfolio of evidence once you have registered for CiLCA and you must compile it over a period of 24 months. It is advisable to compile it in conjunction with a specific course (e.g. one provided via CALC) and with reference to the 'Portfolio Guide & Assessment Criteria'

What is the Portfolio Guide and Assessment Criteria document

The Portfolio Guide lists what needs to be put into your portfolio of evidence for marking (e.g. legal agendas and minutes) and the assessment criteria give further guidance on how to proceed. It is essential you refer to this document whilst compiling your portfolio.

Our clerk is qualified through experience and does not see the point in doing CiLCA?

Some clerks may feel this way. However it is important that there is a national standard and all clerks are encouraged to take part. Hopefully clerks will see this in its wider context and will appreciate that in taking part, they are helping to develop and promote a good standard in local councils and the important role a clerk plays.

How long will it take to compile the portfolio?

For an experienced clerk, putting together a portfolio will take between 20 - 40 hours, over 24 months.

What is it going to cost?

Registration for the Certificate in Local Council Administration is £150. On top of that you or your council will have to pay for any training you feel necessary to complete the portfolio of evidence. The amount of training you will require will depend on your level of experience and knowledge.

Help and advice is available from:

Cumbria Association of Local Councils
Fire and Rescue Service Headquarters
Carleton Avenue
PENRITH, Cumbria
CA10 2FA
Tel: 01768 812663
E-mail: office@calc.org.uk

July 2013