

## HOLME VALLEY PARISH COUNCIL

To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held on **MONDAY 21 MARCH 2022 at 19:30 HRS, in the EXHIBITION ROOM, HOLMFIRTH CIVIC**, for the transaction of the following business.

**- AGENDA – (A)**

**Public Question time. 7.30pm**

Prior to the commencement of the business session of the Committee, there will be an open session lasting 15 minutes, for members of the public to speak to Members.

**2122 39 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 7.45pm**

The meeting will be video recorded and subsequently published on the **HOLME VALLEY PARISH COUNCIL's YouTube** channel. To consider whether any other recordings are to be made.

**2122 40 Apologies for absence. 7.46pm**

Apologies and reasons received are emailed out to members for consideration prior to the meeting commencing.

**TO CONSIDER:** apologies for absence, reasons having been distributed beforehand

**2122 41 Items on the agenda to be discussed in private session 7.48pm**

Members of the public will be excluded from the meeting during such items.

**TO CONSIDER:** whether items on the agenda should be discussed in private session

**2122 42 Members' personal and disclosable pecuniary interests in items on the agenda. 7.50pm**

Consideration will be given to Members' personal and disclosable pecuniary interests in items on the agenda and noted.

**TO RECEIVE:** Members' personal and disclosable pecuniary interests in items on the agenda.

**2122 43 Officers' interests in items on the agenda. 7.52pm**

Consideration will be given to the interests in items on the agenda of any Officer present.

**TO RECEIVE:** any Officer's interests in items on the agenda.

**2122 44 Written requests for new DPI dispensations. 7.53pm**

In accordance with Scheme of Delegation new DPI dispensations are received and granted by the Staffing Committee and then reported back to Full Council before a redacted version being placed on HVPC website.

Clerk to report.

**2122 45 Minutes for the Staffing Committee meeting on 15 November 2021, numbered 2122 26 to 2122 38. 7.54pm**

Chair to present.

**TO NOTE:** the Minutes of the STAFFING COMMITTEE MEETING held on 15 November 2021, numbered 2122 26 to 2122 38 were *approved* at FULL COUNCIL MEETING held on 13 December 2021. **(B)**

**2122 46 Staff pay award and 2021-22 and 2022-23 staffing costs budget 7.55pm**

The Parish Council has been notified of the new nationally agreed pay rates for local staff for 2020-21 **(C)** and 2021-22 **(D)**. The new pay rates apply all the way back to 1<sup>st</sup> April 2021. The paper, New National Salary Awards 2021-22 **(E)** sets out the backpay calculations for Staff 01, Staff 02, Staff 03 and Staff 04. This includes backpay for an employee who left at the end of May 2021.

The Deputy Clerk/RFO has produced a Budget 2021-22 *HVPC Staffing Expenditure – projected to year-end* report **(F)** to show estimated/actual spending regarding staffing costs and also Staffing Budget 2022-23 **(G)** for information.

**TO NOTE:** the application of the new National salary award for local government staff regarding two current and one previous HVPC staff members.

**2122 47 Appraisal/supervision 2021-22 8.05pm**

Clerk to report.

**TO NOTE:** update on appraisal/supervision 2021-22

**2122 48 Report on the impact to date of the temporary contractual hours change from 25 to 32 hours per week for the Clerk from 1<sup>st</sup> January 2022. 8.15pm**

Clerk and Staff Performance and Development Lead to report.

**2122 49 Staffing workloads and strategic working**

The confidential external report *Review of Staffing Workloads* had identified the need for officers to work more strategically and recommended 10 hours of additional staffing to support this. The additional 10 hours were later approved at Full Council.

One response to this is the allocation of seven additional hours per week to the Clerk on a temporary basis.

A number of additional approaches are being taken to facilitate strategic working.

One such approach is rebalancing the Deputy Clerk/RFO's time to allow for a greater focus on finance strategy. Moving the clerking of the Publications and Communications Committee to the Clerk was a starting point for this. The creation of an Assistant Clerk post to clerk the Planning Committee in place of the Deputy Clerk is being explored. It is estimated that the role would be equivalent to 3 hours per week. The Deputy Clerk/RFO is keeping a log of all work/time associated with Planning and this will be reviewed in time to bring any resulting recommendations for consideration to the Staffing Committee meeting on 18 July 2022.

Clerk to report.

**TO NOTE:** the application of current approaches to foster a greater strategic working element within the HVPC office.

**2122 50 The role of Climate Emergency Co-ordinator 8.20pm**

The Climate Emergency Co-ordinator role was established 17 August 2020, initially as a one year contract, then extended in 2021 through to 16 August 2022. The post was very much of a project management type and so a set pay point of £12,000 for 18 hours per week was established and has not been reviewed since. Contractually, all leave entitlements, pension rights and so forth are the same as for other council employees. See Job Profile **(H)** and Contract of Employment **(I)**.

The CLIMATE EMERGENCY STANDING COMMITTEE (CESC) will be asked to review the need for continuation of the role at its next meeting on 27 June 2022.

Prior to that meeting STAFFING COMMITTEE members are asked to consider the role in order to advise CESC on possible ways to proceed.

If the CESC is of the opinion that there is a continuing need for the role the STAFFING COMMITTEE may wish to make recommendations as to whether:

- i. To continue renewing the role as a one year temporary contract, anticipating it to run until the end of this Council's term;
- ii. To begin the process of creating a permanent role rather than a project management type role;
- iii. To leave the salary at the current fixed point, to review the fixed point or to move to a scale in order to give opportunities for progression for the role holder.

**TO CONSIDER:** recommendations for the CLIMATE EMERGENCY STANDING COMMITTEE regarding the role of CEC beyond 16 August 2022.

**2122 51 Staff working arrangements after the lifting of Covid 19 restrictions 8.35pm**

With the lifting of restrictions the open office hours of Tuesday and Thursday 10am through to 3pm have been resumed. At least one of the officers is available at that time in the office adjacent to the Exhibition Room.

In reality both officers tend to spend the majority of working time in the Office, given that Monday usually has scheduled meetings taking place. The Clerk generally works from home on Wednesdays. The Deputy Clerk spends a greater percentage of working time in the office than the Clerk.

Clerk to report.

**TO CONSIDER:** staff working arrangements moving forward.

**2122 52 Training received by Officers 8.45pm**

Clerk to report.

**TO NOTE:** training received by Officers since the STAFFING COMMITTEE MEETING on 15 November 2022 and approve any upcoming training.

**Close of meeting 8.55pm**

*Jen McIntosh*  
Mrs J McIntosh  
Clerk to the Council

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APPROVED MINUTES  
STAFFING COMMITTEE  
MONDAY 15<sup>th</sup> NOVEMBER 2021

PRESENT: Cllr Hogley (Chair), Cllr Pogson (Vice-chair), Cllr Brook, Cllr Colling, Cllr East

2122 26 Public Question time.

There were no members of the public present.

2122 27 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

HOLME VALLEY PARISH COUNCIL meetings can now be recorded. This meeting was recorded by the Clerk in video format for the **HOLME VALLEY PARISH COUNCIL** YouTube channel. No other requests to record the meeting were received.

2122 28 To consider apologies for absence, reasons having been distributed beforehand.

Apologies and reasons had been circulated by email prior to the meeting from Cllr Blacka.

**RESOLVED:** to approve apology and reason.

Clerk to check make up of the membership of the **STAFFING COMMITTEE** to ensure that all councillors entitled to attend as members can do so.

2122 29 To consider whether items on the agenda should be discussed in private session

**RESOLVED:** Item 2122 36 to be heard in private session.

2122 30 To receive Members' personal and disclosable pecuniary interests in items on the agenda.

There were no Members' personal and disclosable pecuniary interests in items on the agenda.

2122 31 To receive any Officer's interests in items on the agenda.

**NOTED:** The Clerk declared an interest in item 2122 35 and item 2122 36.

2122 32 To consider written requests for new DPI dispensations.

**RESOLVED:** to grant the new DPI dispensation; this will now move forward to be **NOTED** at **FULL COUNCIL**.

Clerk to amend **Terms of Reference** for **ANNUAL COUNCIL** meeting so that DPIs progress straight to **FULL COUNCIL**.

2122 33 To note the minutes for the Staffing Committee meeting on 21 June 2021, numbered 2122 09 to 2122 25.

**NOTED:** the Minutes of the **STAFFING COMMITTEE MEETING** held on 21 June 2021, numbered 2122

10 to 2122 25 which were *approved* at ANNUAL COUNCIL MEETING held on Monday 12 July 2021.

**2122 34 To appoint a Staff Performance and Development Lead for the remainder of the Council Year 2021-22**

The role of Staff Performance and Development Lead as set out in the **Terms of Reference Appendix 1 p15-17** was discussed. The Staff Performance and Development Lead should be seen by both the Clerk and the Deputy Clerk as the point of contact regarding all sensitive staffing matters.

**RESOLVED:** Cllr Colling to take on this role.

**2122 35 To receive a report on appraisal/supervision 2021-22**

The Clerk gave a report on appraisal and supervision information for herself, the Deputy Clerk/RFO and the Climate Emergency Co-Ordinator in turn. The information included:

- Dates and outcomes of latest supervisory meetings
- Appropriate job descriptions being in place
- Arrangements in place for the sharing of timesheets
- Objectives-setting
- Training needs
- Workload issues
- Approximate timings for the next round of appraisal meetings

The Clerk noted the following:

- The situation in July/August 2021 had been very challenging due to the departure of the previous Clerk, necessitating the Deputy Clerk/RFO taking on significant extra duties, including supporting the new Clerk.
- In accordance with Standing Orders the appraisal process will move from the current 6 monthly appraisal meeting to refer a 3 point appraisal cycle: objectives-setting at the start of the Council Year, a mid-point meeting and an appraisal review towards the end of the Council Year.
- Separate from supervisory processes, it is the Clerk's intention to instigate regular team meetings for the Clerk and Deputy Clerk to assist with the structuring of the strategic and operational work of **HOLME VALLEY PARISH COUNCIL**. It was remarked that the Chairman of the **CLIMATE EMERGENCY STANDING COMMITTEE** held similar regular meetings with the Climate Emergency Co-ordinator.

**RESOLVED:** to recommend to **FULL COUNCIL** that the Chairman writes to the Deputy Clerk to note and thank him for the additional work and pressure arising in July and August 2021.

**2122 36 To consider a temporary contractual hours change from 25 to 32 hours per week for the Clerk from 1<sup>st</sup> January 2022.**

This item was heard in private session in accordance with the resolution from **item 2122 29**.

The Clerk shared the following key points from the *Staffing Matters Update*:

- The Council had experienced a significant amount of staff change in the last couple of years.
- In the same period Council activity had measurably increased.
- The outcomes of the review of Committee and work allocation between the Clerk and Deputy Clerk recommended in the confidential external report *Review of Staffing Workloads* were in place for the appointment of the new Clerk.
- However, whilst the Council had approved 10 hours per week of additional staffing as recommended in the confidential external report *Review of Staffing Workloads* from May





2021 this was yet to be implemented whilst the new Clerk settled into her role from August 2021.

- Further action is needed to enable Council officers to work more strategically.

The Clerk shared her reflections that the current workload of both the Clerk and Deputy Clerk/RFO is focused predominantly on servicing the committee meetings, dealing with day-to-day correspondence and facilitating imminent annual events. There is a lack of time to attend to important but not urgent strategic projects or substantial training such as the CiLCA qualification. The two resolutions below are to support the Clerk in her efforts to ensure Council Officers can work more strategically moving forward.

**RESOLVED:** to recommend to **FULL COUNCIL** that the clerking of **PUBLICATIONS AND COMMUNICATIONS COMMITTEE** move from the Deputy Clerk to the Clerk from 1<sup>st</sup> January 2022.

**RESOLVED:** to recommend to **FULL COUNCIL** a temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 from 1<sup>st</sup> January 2022 to be reviewed on a 6 monthly basis.

Clerk to produce a paper for **FULL COUNCIL MEETING** on **13-12-21** detailing costings and the information shared with **STAFFING COMMITTEE** members. Clerk to liaise with the Chair of the **STAFFING COMMITTEE** and the Chairman of **HOLME VALLEY PARISH COUNCIL** to ensure the paper provides the information required for the **FULL COUNCIL MEETING** on **13-12-21**.

**2122 37 To note training received by Officers since the STAFFING COMMITTEE MEETING on 21<sup>st</sup> June 2021 and approve any upcoming training.**

**NOTED:** 3 half day remote training courses had been attended as follows:

Recipient	Course	Organising body	Date
Clerk	Induction for new clerks	YLCA	7-9-21
Clerk	Appointing, structuring and using committees for council work	YLCA	28-9-21
Clerk	Policies – mandatory and best practice	YLCA	29-9-21
Deputy Clerk/RFO	Grants – policies and procedures	YLCA	5-10-21

The Clerk shared her intention to begin CiLCA in January 2022 (already approved) and to focus on finance training (RIALTAS) in the Spring as appropriate.

**2122 38 To consider rescheduling the calendared Staffing Meeting for 23<sup>rd</sup> May 2022 to 21<sup>st</sup> March 2022.**

Due to pre-booked annual holiday booked prior to taking up post, the Clerk requested that the meeting scheduled for **23<sup>rd</sup> May 2022** be moved to **21<sup>st</sup> March 2022**.

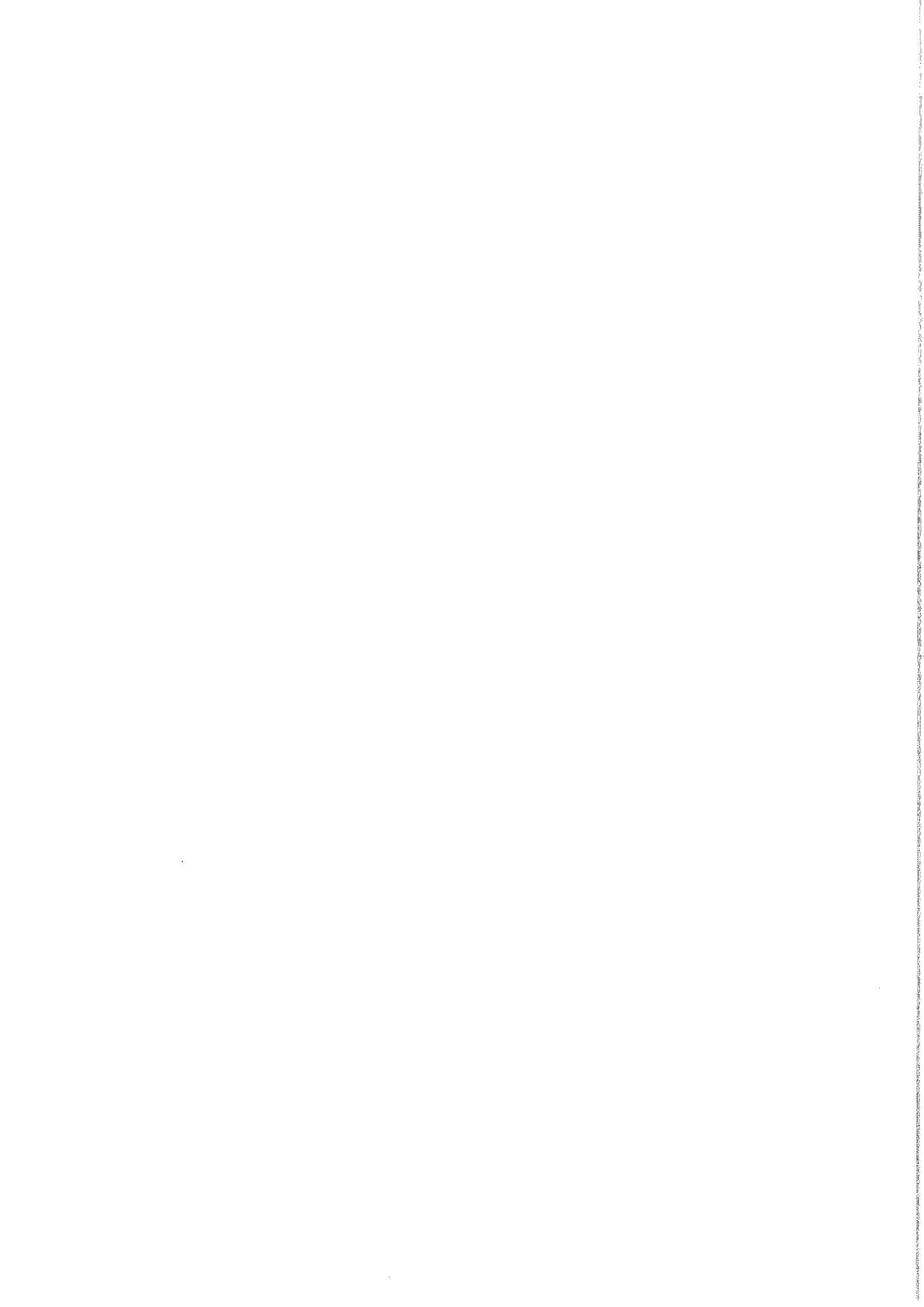
**RESOLVED:** to support recommendation to **FULL COUNCIL MEETING** on **13-12-21** approval of a revised meetings schedule, adding in a **STAFFING COMMITTEE MEETING** on **21-3-22** and taking out the **STAFFING COMMITTEE MEETING** scheduled for **23-5-22**.

The meeting closed at 8.04pm

SIGNED:



Chair





26 AUGUST 2020

## E01-20 | 2020-21 NATIONAL SALARY AWARD

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

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

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

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

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

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

\* Hourly rates

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

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2 March 2022

## **E01-22 | 2021-22 NATIONAL SALARY AWARD**

We have been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. They state:

“Pay

Agreement has been reached on rates of pay applicable from 1 April 2021.

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

### **Backpay for employees who have left employment since 1 April 2021**

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 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](http://www.lgpsregs.org)”

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be applied from 1 April 2021.

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## Annex 1

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£17,842	£9.27	£18,333	£9.53	Below LC Scale (for staff other than clerks)
2	£18,198	£9.46	£18,516	£9.62	
3	£18,562	£9.65	£18,887	£9.82	
4	£18,933	£9.84	£19,264	£10.01	
5	£19,312	£10.04	£19,650	£10.21	
5	£19,312	£10.04	£19,650	£10.21	LC1 (5-6) (below substantive range)
6	£19,698	£10.24	£20,043	£10.42	LC1 (7-12) (substantive benchmark range)
7	£20,092	£10.44	£20,444	£10.63	
8	£20,493	£10.65	£20,852	£10.84	
9	£20,903	£10.86	£21,269	£11.05	
10	£21,322	£11.08	£21,695	£11.28	
11	£21,748	£11.30	£22,129	£11.50	
12	£22,183	£11.53	£22,571	£11.73	LC1 (13-17) (above substantive range)
13	£22,627	£11.76	£23,023	£11.97	
14	£23,080	£12.00	£23,484	£12.21	
15	£23,541	£12.24	£23,953	£12.45	
16	£24,012	£12.48	£24,432	£12.70	
17	£24,491	£12.73	£24,920	£12.95	
18	£24,982	£12.98	£25,419	£13.21	LC2 (18-23) (below substantive range)
19	£25,481	£13.24	£25,927	£13.48	
20	£25,991	£13.51	£26,446	£13.75	
21	£26,511	£13.78	£26,975	£14.02	
22	£27,041	£14.05	£27,514	£14.30	
23	£27,741	£14.42	£28,226	£14.67	
24	£28,672	£14.90	£29,174	£15.16	LC2 (24-28) (substantive benchmark range)
25	£29,577	£15.37	£30,095	£15.64	
26	£30,451	£15.83	£30,984	£16.10	
27	£31,346	£16.29	£31,895	£16.58	
28	£32,234	£16.75	£32,798	£17.05	

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
<b>29</b>	£32,910	£17.10	£33,486	£17.40	LC2 (29-32) (above substantive benchmark range)
<b>30</b>	£33,782	£17.56	£34,373	£17.87	
<b>31</b>	£34,728	£18.05	£35,336	£18.37	
<b>32</b>	£35,745	£18.58	£36,371	£18.90	
<b>33</b>	£36,922	£19.19	£37,568	£19.53	LC3 (33-36) (below substantive range)
<b>34</b>	£37,890	£19.69	£38,553	£20.04	
<b>35</b>	£38,890	£20.21	£39,571	£20.57	
<b>36</b>	£39,880	£20.73	£40,578	£21.09	
<b>37</b>	£40,876	£21.25	£41,591	£21.62	LC3 (37-41) (substantive benchmark range)
<b>38</b>	£41,881	£21.77	£42,614	£22.15	
<b>39</b>	£42,821	£22.26	£43,570	£22.65	
<b>40</b>	£43,857	£22.79	£44,624	£23.19	
<b>41</b>	£44,863	£23.32	£45,648	£23.73	
<b>42</b>	£45,859	£23.84	£46,662	£24.25	LC3 (42-45) (above substantive benchmark range)
<b>43</b>	£46,845	£24.35	£47,665	£24.77	
<b>44</b>	£48,017	£24.96	£48,857	£25.39	
<b>45</b>	£49,213	£25.58	£50,074	£26.03	
<b>46</b>	£50,451	£26.22	£51,334	£26.68	LC4 (46-49) (below substantive range)
<b>47</b>	£51,702	£26.87	£52,607	£27.34	
<b>48</b>	£52,843	£27.47	£53,768	£27.95	
<b>49</b>	£54,323	£28.23	£55,274	£28.73	
<b>50</b>	£55,684	£28.94	£56,658	£29.45	LC4 (50-54) (substantive benchmark range)
<b>51</b>	£57,071	£29.66	£58,070	£30.18	
<b>52</b>	£58,975	£30.65	£60,007	£31.19	
<b>53</b>	£60,873	£31.64	£61,938	£32.19	
<b>54</b>	£62,779	£32.63	£63,878	£33.20	



SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
<b>55</b>	£64,699	£33.63	£65,831	£34.22	LC4 (55-62) (above substantive benchmark range)
<b>56</b>	£66,594	£34.61	£67,759	£35.22	
<b>57</b>	£68,513	£35.61	£69,712	£36.23	
<b>58</b>	£70,394	£36.59	£71,626	£37.23	
<b>59</b>	£72,178	£37.51	£73,441	£38.17	
<b>60</b>	£74,000	£38.46	£75,295	£39.13	
<b>61</b>	£75,865	£39.43	£77,193	£40.12	
<b>62</b>	£77,783	£40.43	£79,144	£41.14	

**\* Hourly Rates**

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

## New National Salary Awards 2021-22

The National Association of Local Councils (NALC) was recently notified about agreed new pay rates for local government staff.

Due to the pandemic this process had been delayed, and the new pay rates apply all the way back to 1<sup>st</sup> April 2021.

Hence, the former Clerk (Staff 01) and current Clerk (Staff 04), and the RFO/Deputy Clerk (Staff 02) will be due back pay.

### Backpay Calculations for Staff 01:

Staff 01, the former Clerk, was at SCP30. This had a full-time annual salary of £33,782 and an hourly rate of £17.56. Pro rata for 25hrs per week this worked out at £1902.14/month gross. Full time is 37 hours.

$$((25/37) \times £33,782)/12 = £1902.14 \text{ gross.}$$

Under the new rates of pay, an employee at SCP30 has a full-time annual salary of £34,373 and an hourly rate of £17.87. Pro rata for 25hrs per week this works out at £1935.42/month gross.

$$((25/37) \times £34,373)/12 = £1935.42 \text{ gross.}$$

Thus Staff 01 is owed the difference of an additional £33.28 gross (£1935.42-£1902.14) for each of the three months of APR, MAY, JUN, totalling £99.84 gross.

Staff 01 was also paid for 42.52hrs of unused, accrued leave. She was paid at £17.56/hr = £744.90 gross. Under the new pay rate, she should have been paid at £17.87/hr = £759.83 gross. Thus, she is owed £14.93 gross for this.

In total she is owed £114.77 gross (£99.84 + £14.93).

Total additional backpay in a March payment to Staff 01 will be £114.77 gross.

### Backpay Calculations for Staff 02:

Staff 02, the Deputy Clerk, started the financial year at SCP27. This had a full-time annual salary of £31,346 and an hourly rate of £16.29. Pro rata for 25hrs per week this worked out at £1764.98/month gross.

$$((25/37) \times £31,346)/12 = £1764.98 \text{ gross.}$$

Under the new rates of pay, an employee at SCP27 has a full-time annual salary of £31,895 and an hourly rate of £16.58. Pro rata for 25hrs per week this works out at **£1795.89**/month gross.

$$((25/37) \times £31,895)/12 = £1795.89 \text{ gross.}$$

Thus Staff 02 is owed the difference of an additional £30.91 gross (£1795.89-£1764.98) for each of the five months of APR, MAY, JUN, JUL, AUG, totalling £154.55 gross.

From September 2021, Staff 02, the Deputy Clerk, moved to SCP28. This had a full-time annual salary of £32,234 and an hourly rate of £16.75. Pro rata for 25hrs per week this worked out at £1814.98/month gross.

$((25/37) \times £32,234)/12 = £1814.98$  gross.

Under the new rates of pay, an employee at SCP28 has a full-time annual salary of £32,798 and an hourly rate of £17.05. Pro rata for 25hrs per week this works out at £1846.74/month gross.

$((25/37) \times £32,798)/12 = £1846.74$  gross.

Thus Staff 02 is owed the difference of an additional £31.76 gross (£1846.74-£1814.98) for each of the seven months of SEP, OCT, NOV, DEC, JAN, FEB, MAR totalling £222.32 gross.

In total Staff 02 is owed £154.55 gross for APR-AUG and £222.32 gross for SEP-MAR.

Total additional backpay in a March payment to Staff 02 will be £376.87 gross.

### Backpay Calculations for Staff 04:

Staff 04, the current Clerk, joined the Parish Council on 16<sup>th</sup> August 2021 SCP28. This had a full-time annual salary of £32,234 and an hourly rate of £16.75. Pro rata for 25hrs per week this worked out at £1814.98/month gross.

$((25/37) \times £32,234)/12 = £1814.98$  gross.

Under the new rates of pay, an employee at SCP28 has a full-time annual salary of £32,798 and an hourly rate of £17.05. Pro rata for 25hrs per week this works out at £1846.74/month gross.

$((25/37) \times £32,798)/12 = £1846.74$  gross.

Thus Staff 04 is owed the difference of an additional £31.76 gross (£1846.74-£1814.98) for each of the four months of SEP, OCT, NOV, DEC and the ½ month of AUG totalling £142.92 gross.

From January 2022, Staff 04's hours increased to 32 hours. With a full-time annual salary of £32,234 and an hourly rate of £16.75, pro rata for 32hrs per week, this worked out at £2323.17/month gross.

$((32/37) \times £32,234)/12 = £2323.17$  gross.

Under the new rates of pay, an employee at SCP28 has a full-time annual salary of £32,798 and an hourly rate of £17.05. Pro rata for 32hrs per week this works out at £2363.82/month gross.

$((32/37) \times £32,798)/12 = £2363.82$  gross.

Thus Staff 04 is owed the difference of an additional £40.65 gross (£2363.82-£2323.17) for each of the three months of JAN, FEB, MAR totalling £121.95 gross.

In total Staff 04 is owed £142.92 gross for mid-AUG-DEC and £121.95 gross for JAN-MAR.

Total additional backpay in a March payment to Staff 04 will be £264.87 gross.

# Budget 2021-22

## HVPC Staffing Expenditure - projected to year-end

CODE	DESCRIPTION	Starting Budget	Revised Budget	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Remaining			
<u>110 Staff Expenditure</u>																				
4000A	Salaries	98.13%	£53,000	£53,000	£4,237.58	£4,233.80	£4,705.72	£3,221.82	£2,033.92	£5,336.21	£4,188.84	£4,249.13	£4,188.84	£4,803.75	£4,803.75	£6,007.23	£52,010.59	£989.41	4000A	
4055	Sub-contractor Services		£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	4055
4060	Staff Training	88.27%	£900	£900	£83.93	£0.00	£0.00	£0.00	£0.00	£168.00	£22.50	£45.00	£0.00	£0.00	£0.00	£475.00	£794.43	£105.57	4060	
	<b>Total Staff Expenditure</b>	97.97%	<b>£53,900</b>	<b>£53,900</b>	<b>£4,321.51</b>	<b>£4,233.80</b>	<b>£4,705.72</b>	<b>£3,221.82</b>	<b>£2,033.92</b>	<b>£5,504.21</b>	<b>£4,211.34</b>	<b>£4,294.13</b>	<b>£4,188.84</b>	<b>£4,803.75</b>	<b>£4,803.75</b>	<b>£6,482.23</b>	<b>£52,805.02</b>	<b>£1,094.98</b>		
<u>450 Climate Emergency - Community Mobilisation</u>																				
4000B	Community Mobilisation - Salaries		£0	£0	£1,109.58	£1,202.29	£1,108.29	£1,108.29	£1,108.29	£1,108.29	£1,108.29	£1,108.29	£1,108.29	£1,108.29	£1,108.29	£1,108.29	£13,394.77	£-13,394.77	4000B	
4805	Community Mobilisation - other	19.84%	£17,500	£17,500	£63.30	£64.12	£117.24	£2,189.09	£64.12	£64.12	£344.79	£248.62	£114.37	£74.12	£64.12	£64.52	£3,472.53	£14,027.47	4805	
	<b>Total Climate Emergency - Community Mobilisation</b>	19.84%	<b>£17,500</b>	<b>£17,500</b>	<b>£1,172.88</b>	<b>£1,266.41</b>	<b>£1,225.53</b>	<b>£3,297.38</b>	<b>£1,172.41</b>	<b>£1,172.41</b>	<b>£1,453.08</b>	<b>£1,356.91</b>	<b>£1,222.66</b>	<b>£1,182.41</b>	<b>£1,172.41</b>	<b>£1,172.81</b>	<b>£16,867.30</b>	<b>£632.70</b>		
<b>Total Staffing Costs for AGAR 2021-22</b>					<b>£5,347.16</b>	<b>£5,436.09</b>	<b>£5,814.01</b>	<b>£4,330.11</b>	<b>£3,142.21</b>	<b>£6,444.50</b>	<b>£5,297.13</b>	<b>£5,357.42</b>	<b>£5,297.13</b>	<b>£5,912.04</b>	<b>£5,912.04</b>	<b>£7,115.52</b>	<b>£65,405.36</b>			

There was a backdated National Pay Award for Local Council Officers announced in March 2022. This should be backdated to April 2021. These backdated amounts have been calculated and included in the March figures. (Staff 01 £114.77, Staff 02 £376.87, Staff 04 £264.87, additional employer pensions contribution calculated at 7.2% £54.47, estimated additional employer National Insurance contribution calculated at 12% £84.24)

There is no specific Salaries budget under the Climate Emergency cost centre. The Climate Emergency Co-ordinator's salary (pension, PAYE tax and NI) is spent from the Community Mobilisation budget. This budget also funds other expenditure other than just the CEC's salary. As you can see, the Community Mobilisation budget should be in surplus at the year end by around £632. The AGAR (Annual Governance and Accountability Return) has to record total staffing costs ie 4000A + 4000B.

# Holme Valley Parish Council - Budget 2022-23

	DESCRIPTION	Original Budget 2021-22	Final Budget 2021-22	Forecast Outturn 2021-22	Forecast Remaining 2021-22	Budget 2022-23 as approved by Council 13/12/2021
	<b>Full Council</b>					
4000	Salaries - Staff 04 (Clerk) and 02 (RFO)	£53,000	£53,000	£52,011	£989	<b>£60,000</b>
4060	Training Staff	£900	£900	£794	£106	<b>£900</b>
	<b>Climate Emergency Committee</b>					
4805	Community Mobilisation (includes CEC salary and on costs £13.3k)	£17,500	£17,500	£16,867	£633	<b>£22,000</b>



# HOLME VALLEY PARISH COUNCIL

**JOB PROFILE:** Climate Emergency Co-ordinator to the Climate Emergency Standing Committee

**JOB HOLDER:** [REDACTED]

Responsible to: Holme Valley Parish Council Climate Emergency Standing Committee

Responsible for: Ensuring delivery of the Action Plan

Working hours: 18 hours per week to be worked flexibly in agreement with the Committee

Salary: £12,000 (for 18 hours per week)

Fixed term appointment: From 17 August 2020; extended to 16 August 2022

### Role outline

#### Role purpose

- To coordinate and ensure delivery of the Holme Valley Parish Council Climate Emergency Plan

#### Key responsibilities

- Work with Committee Sub-groups Leads to put in place realistic implementation plans
- Coordinate, with Sub-group Leads, the delivery of the implementation plans in line with set deadlines and costs
- Monitor progress of the implementation plans
  - Highlight delivery risks/overruns
  - Review costs and highlight budgetary issues
- Provide relevant progress reports to the Committee
- Develop collaborative working between local community groups, businesses, schools and all other stakeholders to support implementation of the plans
- Organise events and activities to mobilise the community around the Action Plan
- Identify sources of funding and prepare bids and proposals aimed at generating funding to support the promotion and development of the Action Plan

**AGREED & SIGNED BY:** [REDACTED]

**JOB HOLDER:** ..... [REDACTED] .....

**CHAIRMAN OF THE COUNCIL:** .....

*grc clerk (clerk) 9-3-2022*



Chairman's Copy.



Society of  
Local Council Clerks  
Professional Supportive Organisation

Contract of Employment for [REDACTED] with Holme Valley Parish Council

Role; Climate Emergency Action Plan Coordinator

for the Holme Valley Parish Council

This contract of employment ("the contract") contains the main terms and conditions of your employment with Holme Valley Parish Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

**THE EMPLOYER::** Holme Valley Parish Council  
Civic Hall  
Holmfirth  
HD9 3AS

**THE EMPLOYEE:** [REDACTED]

<b>DATE OF ISSUE:</b>	17/08/2020
-----------------------	------------



**1. COMMENCEMENT DATE**

1.1 Your employment with Holme Valley Parish Council began on 17/08/2020

**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 6 weeks.

**5. JOB TITLE**

5.1 You are employed as the Climate Emergency Action Plan coordinator.

**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 place of work is at home.

Council Meetings will be at The Civic Hall, Holmfirth HD9 3AS or on zoom platform.

## 9. SALARY

9.1 Your salary is £12,000 per annum for 18 hours per week

9.2 You have been appointed for a year.

The contract will be reviewed in line with normal budgetary timescales and no later than after 11 months

9.2 Your salary will be paid to you by bank transfer to your bank or Building Society on 15th 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 pre-approved 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/broad band

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 a 6- week appraisal and a 6-month appraisal.

## **13. HOURS OF WORK**

13.1 You are required to work 18 hours per week in a flexible manner including some evening and weekend work.

## **14. ADDITIONAL HOURS**

### **For other employees**

14.1 If you work more than your normal working hours, then subject to the Council's 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 , pro rata.

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

## 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 If you have long-term sickness or recurring sickness 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 2 <sup>nd</sup> year of service                     | • 2 months' full pay and 2 months' half pay                                        |
| during 3 <sup>rd</sup> year of service                     | • 4 months' full pay and 4 months' half pay                                        |
| during 4 <sup>th</sup> & 5 <sup>th</sup> - 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.

18.2

**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, which operates a contributory pension scheme which you are entitled to join. Details of which are contained in the separate booklet provided.

**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 Clerk in the first instance who may raise the matter with the Staffing Committee . If you are dissatisfied with any disciplinary decision made against you, you should raise it with 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:

[Redacted signature]

Dated:

1 October 2020

Name:

[Redacted name]

Signed for and on behalf of Holme Valley Parish Council

Signed:

[Redacted signature]

Dated:

17th August 2020

Name:

[Redacted name]