

E03-14

November 2014

2014 - 2016 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2014- 2016 to be implemented from 1 January 2015.
- A non-consolidated (one off) payment for employees on SCPs 5 - 49 in December 2014 and employees on SCPs 26 - 49 in April 2015.
- SCP5 will be deleted with effect from 1 October 2015. Employees on SCP5 shall progress to SCP6 on 1 October 2015.

Annex 1 lists the new pay scales for clerks and other staff employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from 1 January 2015.

Annex 2 lists the non-consolidated payments for clerks employed under the terms of the model contract which have been agreed between NALC and SLCC. Employees on SCPs 5 - 49 are to be paid in December 2014. Employees on SCPs 26 - 49 are to be paid a further payment in April 2015. There are no payments for employees on SCP50 or above. Annex 2 also includes information from NJC which relates to technical issues concerning the non-consolidated payments.

The recommendations in Annex 1 and 2 are made jointly by NALC and SLCC.

ANNEX 1

NJC has reached agreement on the pay scales for 2014- 2016. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part- time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 January 2015. **Pay scales from 1st January 2015**

Scale Points below Substantive range		Substantive Benchmark range	Points above Substantive range		
LC1					
	(15-17)		(18-22)	(23-25)	
15	£16,572	18	£17,714	23	£20,849
16	£16,969	19	£18,376	24	£21,530
17	£17,372	20	£19,048	25	£22,212
		21	£19,742		
		22	£20,253		
LC2					
	(26-29)		(30-34)	(35-38)	
26	£22,937	30	£26,293	35	£30,178
27	£23,698	31	£27,123	36	£30,978
28	£24,472	32	£27,924	37	£31,846
29	£25,440	33	£28,746	38	£32,778
		34	£29,558		
LC3					
	(39-42)		(43-47)	(48-51)	
39	£33,857	43	£37,483	48	£42,053
40	£34,746	44	£38,405	49	£42,957
41	£35,662	45	£39,267	50	£44,033
42	£36,571	46	£40,217	51	£45,129
		47	£41,140		
LC4					
	(52-55)		(56-60)	(61-68)	
52	£46,264	56	£51,062	61	£59,330
53	£47,411	57	£52,335	62	£61,067
54	£48,458	58	£54,082	63	£62,827
55	£49,815	59	£55,821	64	£64,552
		60	£57,569	65	£66,188
				66	£67,859
				67	£69,569
				68	£71,329

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES

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 January 2015 are:**

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.613
SCP 16	£8.820
SCP 17	£9.029
SCP 18	£9.207
SCP 19	£9.551
SCP 20	£9.900
SCP 21	£10.261
SCP 22	£10.527
SCP 23	£10.836
SCP 24	£11.190
SCP 25	£11.545
SCP 26	£11.922
SCP 27	£12.317

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

SCP	£	Hourly £p	SCP	£	Hourly £p
5	13,500	£7.017	10	14,338	£7.452
6	13,614	£7.076	11	15,207	£7.904
7	13,715	£7.128	12	15,523	£8.068
8	13,871	£7.209	13	15,941	£8.285
9	14,075	£7.315	14	16,231	£8.436

NALC and SLCC's joint briefing ref E02-14 confirms the salary for SCP5 from 1 October 2014. As shown above, this will increase on 1 January 2015. SCP5 will be deleted with effect from 1 October 2015. Therefore, employees on SCP5 shall progress to SCP6 on 1 October 2015.

search terms (enclose an exact phrase in quotes)

Job Vacancies

This page displays any current vacancies that we have been made aware of for Local Councils or any other employer who we feel may be of interest to our website users.

Parish Clerk & Responsible Financial Officer - Horne Parish Council

Closing date

10/07/2015

Workplace

Home

Hours

12 hours per week

Rate of pay

Salary negotiable depending on experience Range SCP23 – SCP29 currently £20,849 – £25,440 per annum pro rata

Contact

Isabelle Moulard
01273 830205
lcrecruit@ssalc.o.uk
<http://www.horne-pc.org.uk/>

Address

For application - Suite C, Sackville House, Brooks Close, Lewes, BN7 2FZ
If you have any questions about the post please contact the current Parish Clerk & RFO, Louise Meehan on 01342 317626.

Description

Horne Parish Council is looking to appoint a Parish Clerk & RFO with the drive, determination and organisational skills to manage a varied workload.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

The ideal applicant will have financial & administrative experience, the ability to deliver projects on time and within budget and be able to demonstrate enthusiasm for working with residents and local organisations.

If you have any questions about the post please contact the current Parish Clerk & RFO, Louise Meehan on 01342 317626.

Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.

[Download the information pack for this vacancy](#)

Parish Clerk & RFO - Nutfield Parish Council

Closing date

10/07/2015

Workplace

Home

Hours

20 per week including attendance at evening meetings

Rate of pay

Salary depending on experience, Range SCP26 to SCP30 currently £22,937 to £26,293pa pro rata

Contact

Isabelle Moulard
01273 830205
lcrecruit@ssalc.co.uk

16 hours per week - Core hours are 10.00a.m-12noon Tuesdays and Wednesdays and the balance can be worked as agreed.

Rate of pay

Salary LC1/2 scale points 26-29 LC1/2 paid pro-rata; currently £22,937-£25,440

Contact

Isabelle Mouland
01273 830205
lcrecruit@ssalc.co.uk
<http://www.ringmerparishcouncil.org.uk/>

Address

For applications - Suite C, Sackville House, Brooks Close, Lewes, BN7 2FZ

Description

A motivated and experienced person is sought for this busy and friendly office. Core hours are 10.00 a.m. - 12 noon Tuesdays and Wednesdays and the balance can be worked as agreed. The Financial Officer is responsible for all aspects of the Council's financial management.

Good book-keeping skills and experience dealing with receipts, payments, VAT, payroll, Year End and Audit are required. Computer skills are essential and the ability to use an Accounts package, e.g. Scribe 2000, is desirable. Working with the Clerk you will be flexible, take on some non-financial responsibilities, and able to work with members of the public and councillors. You will be required to attend one evening meeting a month plus a few ad-hoc meetings.

This is an excellent opportunity for varied and interesting work and to make a significant contribution to the activities of the Council.

please note that CVs alone will not be accepted, application forms must be completed and returned by the closing date.

Previous applicants need not apply.

Download the information pack for this vacancy

Parish Clerk & Responsible Financial Officer - Westfield Parish Council

Closing date

17/07/2015

Workplace

Home

Hours

18 hours per week, including attendance at evening meetings

Rate of pay

Range SCP23-SCP25 currently £20,849pa to £22,212pa pro rata

Contact

Isabelle Mouland
01273 830205
lcrecruit@ssalc.co.uk

Address

For applications - Suite C, Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ

Description

Westfield Parish Council is looking to appoint a Parish Clerk & RFO with the drive, determination and organisational skills to manage a varied workload.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

The ideal applicant will have financial & administrative experience, the ability to deliver projects on time and within budget and be able to demonstrate enthusiasm for working with residents and local organisations.

Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.

Interviews expected to take place: 28th July 2015

Address

For applications: Suite C, Sackville House, Brooks Close, Lewes, BN7 2FZ

Description

Nutfield Parish Council is looking to appoint a Parish Clerk & RFO with the drive, determination and organisational skills to manage a varied workload.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

The ideal applicant will have financial & administrative experience, the ability to deliver projects on time and within budget and be able to demonstrate enthusiasm for working with residents and local organisations.

Please note that CVs will not be accepted, applicants must complete and return an application form to apply.

[Download the information pack for this vacancy](#)

Clerk to the Council and Responsible Financial Officer - Selsey Town Council**Closing date**

17/07/2015

Workplace

55 High Street, Selsey, PO20 0RB

Hours

37 hours per week, including attendance at evening meetings

Rate of pay

Starting salary depending on experience Range SCP37-SCP39 currently £31,846pa to £33,857pa

Contact

Isabelle Moulard
01273 830205
lcrecruit@ssalc.co.uk

Address

For applications - Suite C, Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ

Description

Selsey Town Council is looking to appoint a Clerk to the Council and RFO with the drive, determination and organisational skills to manage a varied workload.

In addition to managing the day-to-day work of the Town Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

The ideal applicant will have financial and administrative experience, the ability to deliver projects on time and within budget and be able to demonstrate enthusiasm for working with residents and local organisations.

Please note that CVs alone will not be accepted; applicants must complete and return an application form to apply.

Interviews expected to take place: 29th July 2015

[Download the information pack for this vacancy](#)

Financial Officer - Ringmer Parish Council**Closing date**

17/07/2015

Workplace

Parish Council Office, Village Hall, Ringmer, East Sussex, BN8 5QH

Hours

[Download the information pack for this vacancy](#)

Assistant Town Clerk - Arundel Town Council

Closing date

24/07/2015

Workplace

For application packs and information please contact South Coast HR using the email address shown.

Hours

A part time role working 110 hours per month, of which hours are flexible, and will be agreed in advance with the Town Clerk

Rate of pay

£10.80 per hour / £20,217 Full Time Equivalent

Contact

South Coast HR
recruitment@sc-hr.co.uk

Address

For application packs and information please contact South Coast HR using the email address shown.

Description

Arundel Town Council

Arundel Town Council are recruiting for an Assistant Town Clerk. This is a new role that will see the successful candidate working closely with the Town Clerk on a variety of responsibilities. A busy and demanding role, the post will involve both administrative support to the Town Clerk as well as developing skills and getting involved in the Town Clerk's duties.

This is a fantastic opportunity for someone who has a keen interest in developing into the role of Town Clerk. Over time, we see the successful candidate taking on more and more responsibility and growing within the role.

A part time role working 110 hours per month, of which hours are flexible, and will be agreed in advance with the Town Clerk. This will involve attending evening committee meetings, so you should be able to comfortably do this.

£10.80 per hour / £20,217 Full Time Equivalent

The ideal candidate will possess the following:

- Previous experience in a senior administration / PA role
- Experience as a parish councillor or involvement in parish / town councils would be a distinct advantage
- Excellent administration skills – to include minute taking, document preparation, agenda preparation and report writing
- Excellent communication skills – personable, yet assertive when required
- Able to multi task and work under pressure and to strict deadlines
- Responsible and able to work on own initiative
- Experience working as a manager / supervisor or the desire to learn and develop skills in this area
- Confident and able to use Microsoft Office package

Applications must be completed and sent to our Recruitment Advisors, South Coast HR, recruitment@sc-hr.co.uk by 9:00am on Friday 24th July 2015. Application forms only, no CV's will be accepted.

First interviews will take place on Thursday 30th July 2015, second interview to be arranged accordingly after this.

[Download the information pack for this vacancy](#)

Parish Clerk - Mickleham Parish Council

Closing date

24/07/2015

Workplace

Home

Hours

18 hours per month, including attendance at evening meetings

Rate of pay

Salary SCP23-SCP25 currently £10.84-£11.55 per hour, depending on experience

Contact

Isabelle Moulard
01273 830205
lcrecruit@ssalc.co.uk

Address

For Applications: Suite C, Sackville House, Lewes, BN7 2FZ

Description

Mickleham Parish Council is looking to appoint a Parish Clerk with the drive, determination and organisational skills to manage a varied workload.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

The ideal applicant will have financial & administrative experience, the ability to deliver projects on time and within budget and be able to demonstrate enthusiasm for working with residents and local organisations.

The Parish Council welcomes applicants who have an existing similar role elsewhere and would like to take on Mickleham alongside their current role.

Interviews are expected to take place on: 6 August 2015

Download the information pack for this vacancy

Parish Clerk & Responsible Financial Officer - Burwash Parish Council**Closing date**

24/07/2015

Workplace

Home

Hours

12 hours per week, including attendance at evening meetings

Rate of pay

Salary negotiable depending on experience. Range SCP30 – SCP34 currently £26,293 – £29,558 per annum pro rata

Contact

Isabelle Moulard
01273 830205
lcrecruit@ssalc.co.uk

Address

For applications: Suite C, Sackville House, Brooks Close, Lewes, BN7 2FZ

Description

Burwash Parish Council is looking to appoint a Parish Clerk & RFO with the drive, determination and organisational skills to manage a varied workload.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

The ideal applicant will have financial & administrative experience, the ability to deliver projects on time and within budget and be able to demonstrate enthusiasm for working with residents and local organisations.

Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.

Interviews are expected to take place on: 30th July 2015

Download the information pack for this vacancy

Parish Clerk & Responsible Financial Officer - Pagham Parish Council**Closing date**

24/07/2015

Workplace

Village Hall, Pagham Road, Pagham, West Sussex, PO21 1NJ

Hours

18-20 hours per week negotiable, including attendance at evening meetings

Rate of pay

Salary negotiable depending on experience and qualifications Range SCP25 – SCP28 currently £22,212 – £24,472 per annum pro rata

ContactIsabelle Moulard
01273 830205
lcrecruit@ssalc.co.uk**Address**

For applications: Suite C, Sackville House, Brooks Close, Lewes, BN7 2FZ

Description

Pagham Parish Council is looking to appoint a Parish Clerk & RFO with the drive, determination and organisational skills to manage a varied workload.

In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Council.

The ideal applicant will have financial & administrative experience, the ability to deliver projects on time and within budget and be able to demonstrate enthusiasm for working with residents and local organisations.

Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.

Interviews are expected to take place on: 4th August 2015

Download the information pack for this vacancy