

To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held on **MONDAY 18 NOVEMBER 2024 at 19:00 HRS, in the EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**, for the transaction of the following business.

- AGENDA – (A)

Public question time. 7.00pm

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.

2425 17 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 7.15pm

The meeting will be recorded and subsequently published on the **HOLME VALLEY PARISH COUNCIL's YouTube** channel.

TO CONSIDER: whether any other recordings are to be made.

2425 18 Apologies for absence. 7.20pm

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

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

2425 19 Items on the agenda to be discussed in private session 7.23pm

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

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

2425 20 Members' personal and disclosable pecuniary interests in items on the agenda. 7.25pm

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.

2425 21 Officers' interests in items on the agenda. 7.30pm

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.

2425 22 Written requests for new DPI dispensations. 7.33pm

Any new DPI dispensations received are to be emailed out to the STAFFING COMMITTEE members under separate cover. If granted they will be noted by FULL COUNCIL in due course. Redacted versions of member written DPIs will be placed on HVPC website.

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Clerk to report.

TO CONSIDER: any new DPI dispensations for Committee members.

TO CONSIDER: any new DPI dispensations for members of the clerking team.

2425 23 Minutes for the Staffing Committee meeting on 29 April 2024, numbered 2425 01 to 2425 16. 7.35pm

TO NOTE: the Minutes of the STAFFING COMMITTEE MEETING held on 29 April 2024, numbered 2425 01 to 2425 16, **approved** at FULL COUNCIL MEETING held on 24 June 2024 **(B)**.

To receive information regarding ongoing matters arising from the approved minutes which do not appear under other agenda items.

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of the previous meeting of the STAFFING COMMITTEE, held on 29 April 2024.

2425 24 Appointment of Vice Chair of the Staffing Committee 7.40pm

At the Annual Council meeting in May 2024 the appointment of the Vice Chair of the Staffing Committee was delegated to the committee.

Standing Orders state that any eligible councillor on this committee can be elected as Vice Chair. Custom and practice in recent years has been that the serving Chair of the Full Council serve as Vice Chair of this committee.

TO CONSIDER: the appointment of the Vice Chair of the Staffing Committee to serve throughout the remainder of the council year 2024-25.

2425 25 Appointment of Staff Performance and Development Lead 7.43pm

Standing Orders state that

“The Staffing Committee will appoint a Staff Performance & Development Lead from the members of the Staffing Committee (including the Chair). They will act as the Clerk’s line manager on behalf of the Council. This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.”

TO CONSIDER: the appointment of the Staff Performance and Development Lead to serve for 2 years.

TO CONSIDER: any further actions with regards to the role of the Staff Performance and Development Lead as set out in Standing Orders.

2425 26 Holme Valley Parish Council review of committee structures and meeting schedule for 2025-26 – feedback from the clerk team 7.48pm

Holme Valley Parish Council appointed a working group to review the Parish Council’s committee structure and meetings schedule for council year 2024-5 onwards. The clerk team would like to have an input into this process through providing feedback to the

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Staffing Committee on this topic – see clerk team feedback report **(C)**.

Clerk to report further.

TO CONSIDER: any actions arising from clerk team feedback regarding the review of Holme Valley Parish Council's committee structure and meetings schedule.

2425 27 Appraisal/supervision 2024-25. 7.58pm

All three members of the clerk team have signed contracts of employment. Job descriptions are in place and time sheets are submitted in a standard format.

The clerk to report further.

TO CONSIDER: update on appraisal/supervision 2024-25.

TO CONSIDER: any further actions arising from the update.

2425 28 Pay awards for the clerk team 8.03pm

Pay awards for the clerking team fall into three categories:

- Incremental annual pay awards – awarded from 1 April each year subject to satisfactory performance reviews (appraisal) and allocated pay ranges for each member of the team. All 3 appraisals are due to draw to a close in the spring prior to 1 April 2025.
- National pay awards – the HVPC utilises the National Joint Council for Local Government Services (NJC) Pay Spine. A national pay award was confirmed 22 October 2024 **(D)** and the salary increases of £1,290 pro rata-d for each member of staff, should be backdated to 1 April 2024 and paid out as soon as possible.
- Additional points are awarded in line with contract for specific performance matters such as gaining additional recognised qualifications.

See RFO's report on the New National Salary Awards 2024-25 **(E)**.

All potential pay awards should be factored into the 2025-6 budget.

Clerk to report further.

TO CONSIDER: arrangements regarding pay awards due to members of the clerk team.

2425 29 Other staffing matters 8.08pm

Clerk to report on other staffing matters including:

- current position regarding an officer's Time Off In Lieu - see confidential report **(F)**;
- changes to the annual leave calculation for an officer on completion of 5 years' service - see confidential report **(G)**;
- potential retrospective changes to annual leave calculation – see confidential report **(H)** and SLCC Advice Note: Contracts of Employment **(I)**.

TO CONSIDER: any actions arising from other staffing matters, as reported.

2425 30 Staffing budget 2025-26 and budget planner 2025-26 8.18pm

Thanks to the Deputy Clerk/RFO who has produced a Staffing budget YTD 2024-25 **(J)**.

This can be read in conjunction with:

- the Staffing Standing Committee Projections (including TOIL payment) and Budget

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Planner report for 2025-26 (K);

- the Staffing Standing Committee Projections (excluding TOIL payment) and Budget Planner report for 2025-26 (L).

Clerk to report.

TO NOTE: Contents of Staff costs 2024-25 report and staffing budget for 2025-26 report.

TO CONSIDER: any further actions regarding the staffing budget for 2024-25.

TO APPROVE: Recommendation to FINANCE AND MANAGEMENT COMMITTEE for Staff Expenditure Budget 2025-26.

2425 31 Training received by Officers

8.28pm

Clerk to report on training received by officers since 29 April 2024.

Confidential feedback (M) from the Clerk's CiLCA training will be provided to the Committee under separate cover.

TO NOTE: training received by Officers since the STAFFING COMMITTEE MEETING on 29 April 2024 and **APPROVE** any upcoming training.

TO CONSIDER: any further action with regards to staff training.

Close of meeting

8.35pm

Jen McIntosh

Mrs J McIntosh
Clerk to the Council

Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS
Telephone: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

STAFFING COMMITTEE
MONDAY 29 APRIL 2024

PRESENT: Cllr Dixon (in the Chair), Cllr Baylin, Cllr Blacka, Cllr Colling, Cllr Whitelaw

APOLOGIES AND REASONS APPROVED: Cllr Wilson

ABSENT WITHOUT APPROVAL: none.

OFFICER TAKING MINUTES: Jen McIntosh CLERK

APPROVED MINUTES

Public question time.

No members of the public were present to speak to Members.

Cllr Dixon welcomed members to the meeting.

2425 01 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was being video recorded to be subsequently published on the **HOLME VALLEY PARISH COUNCIL's YouTube** channel, with items heard in private session redacted.

There were no requests for any other recordings are to be made.

2425 02 Apologies for absence.

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

APPROVED: apologies and reason for absence from Cllr Wilson.

2425 03 Items on the agenda to be discussed in private session

RESOLVED: to consider items **2425 08, 2425 13, 2425 14** and **2425 15** in private session as they were likely to reference personal information regarding named employees.

2425 04 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 declared.

2425 05 Officers' interests in items on the agenda.

NOTED: the Clerk's interests in items 2425 08, 2425 13, 2425 14 and 2425 15 on the agenda.

Clerk to remain in meeting and report on items as scheduled.

2425 06 Written requests for new DPI dispensations.

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There were no new DPI dispensations to consider.

2425 07 Minutes for the Staffing Committee meeting on 13 November 2023, numbered 2324 14 to 2324 27.

NOTED: the Minutes of the STAFFING COMMITTEE MEETING held on 13 November 2023, numbered 2425 14 to 2425 27, *approved* at FULL COUNCIL MEETING held on 18 December 2023.

The information below was received regarding ongoing matters arising from the approved minutes:

- I. External staffing roles review. The Clerk reported that an external review by YLCA remains outstanding and was still desirable. The Council had previously resolved to fund this through General Reserves. It was the Clerk's intention to take this forward early Summer 2024 and present outcomes at STAFFING COMMITTEE Meeting on 21 October 2024.

RESOLVED: to recommend to FULL COUNCIL that an external review of the Clerking team is completed 2024-25 and that expenditure of up to £420 from General Reserves is approved for this purpose.
- II. Parking permits. The Clerk updated the COMMITTEE regarding **Minute 2324 10 Action for the Clerk to investigate possible reinstatement of Kirklees parking permits for the staff team.** Correspondence through Cllr Greaves with Kirklees had established that there was not a dedicated parking space/or permit for an HVPC officer in the Council Offices Car Park and it was not possible to arrange a permit for the area around the Civic as that was residents only. The matter was now considered closed.
- III. Strategic priorities – Clerking team time resource. Consideration of officer time as a resource when discussing new projects etc was now much more routinely taken into account when decisions were made and it had been noticeable that officers were consulted about time availability when new projects commenced. The Clerk thanked the Committee on behalf of the Clerking team for this.
- IV. Business Continuity Plan. The Clerk reported on progress made, including training for the Assistant Clerk re payroll and more widely regarding the accounts package used by the Council. Grants training will take place prior to September. The Clerk expressed her thanks to the Deputy Clerk and Assistant Clerk for stepping in to ensure the effective running of meetings and generally for picking up work in her recent absence. The Clerk will now pick up the formal drafting of a Business Continuity Plan in the Summer, using the NALC template.

Item 2425 08 Staffing budget 2024-25 was put back in the agenda to follow item 2425 12.

2425 09 National Pay Award 2024-25 - update

The Clerk reported that all officers are employed in line with national local council conditions as set

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out in the Green Book and are paid on the National Joint Council pay spine. The 2023-24 pay award was confirmed as late as November 2023 and it was anticipated that this year's pay award, due from April 2024, may be significantly delayed.

The three unions involved put in a joint submission towards the end of February and that now awaits a National Employers' response. Given that unions will then wish to consult with their membership it is likely that any pay award may not be agreed until later in 2024. When implemented, any pay increases will need to be backdated to April 2024 and be paid at the next possible pay point.

NOTED: Clerk's update on the National Pay Award 2024-25.

RESOLVED: to recommend placing £5,000 From General Reserves into earmarked reserve staff costs to cover possible national and contractual pay rises, including possible increments due to gaining qualified Clerk status, and oncosts for officers of the Council.

2425 10 Employment Law update

The Clerk reported further to the written update *Employment Law – summary of changes from April 2024*.

The changes in law were to make employment more attractive and encourage people who have left workforce to return. It was anticipated that there would be no immediate effect on current staff and their contracts as hours worked and balance of working in office/at home had been agreed with each officer.

Emergency leave had been looked at by Council last year and contractual changes made. There was already a contractual entitlement to roll over 5 days of annual leave or more by agreement.

Should any new appointment of an officer become necessary the Council would need to be mindful of legislative changes. It was expected that further changes would be implemented in the Autumn.

NOTED: Clerk's update on changes to Employment Law.

2425 11 Clerking team – Disclosure and Barring Service checks

All 3 members of the Clerking team have recently completed basic DBS checks and are awaiting certificates. This is part of the further professionalising of the Council's human resources procedures.

NOTED: Expenditure and payment of £116.94 for DBS basic checks completed by all 3 officers at request of HVPC.

2425 12 Human Resources Policies – for review

The Clerk reported that the following adopted Human Resources Policies were available from the HVPC website:

POLICY	ADOPTION DATE	NOTES
Disciplinary	16-12 2019 Full Council	For review at Staffing 29-04-2024

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Grievance	16-12-2019 Full Council	For review at Staffing 29-04-2024
Whistleblower	21-09-2020 Full Council	For review at Staffing 29-04-2024
Equality and Diversity	21-09-2020 Full Council	For review at Staffing 29-04-2024
Annual Leave	21-09-2020 Full Council	Due for review Staffing 21-10-2024
Sickness and Absence	21-09-2020 Full Council	Due for review Staffing 21-10-2024
Home Working	21-09-2020 Full Council	Due for review Staffing 21-10-2024
Training and Development	06-02-2023 Full Council	Due for review Staffing 20-01-2025
Recruitment and Selection	06-02-2023 Full Council	Due for review Staffing 20-01-2025
Employer Discretion Statement	07-07-2014 Full Council	Due for review Staffing 20-01-2025
Pensions	21-09-2020 Full Council	Due for review Staffing 20-01-2025

Presented at this meeting for review were the Disciplinary Policy, Grievance Policy, Whistleblowing Policy and Equality and Diversity Policy.

Each of these had been reviewed in line with the latest NALC model policy.

RESOLVED: to recommend to ANNUAL COUNCIL the updated *Disciplinary Policy* as presented.

RESOLVED: to recommend to ANNUAL COUNCIL the updated *Grievance Policy* as presented and with agreed amendment.

RESOLVED: to recommend to ANNUAL COUNCIL the updated *Whistleblowing Policy* as presented.

RESOLVED: to recommend to ANNUAL COUNCIL the updated *Equality and Diversity Policy* as presented.

All other policies to be presented for re-adoption at the ANNUAL COUNCIL Meeting on 13 May 2024 as currently presented on the website and reviewed on the date indicated in the table. A revised appraisal procedure was to be presented to a later STAFFING COMMITTEE meeting. This would adapt the appraisal cycle for the Clerk and Deputy Clerk to run April to April each year in line with the Assistant Clerk's.

2425 08 Staffing budget 2024-25

This item was put back to be heard following item 2425 12.

Heard in private session.

NOTED: Contents of staffing expenditure reports for 2023-24 and projected staffing expenditure for 2024-25.

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NOTED: The Committee resolved to thank the Deputy Clerk for his RFO report on staffing costs 2023-24 and 2024 -25.

2425 13 Appraisal/supervision 2023-24

Heard in private session.

NOTED: Clerk's update on appraisal/supervision 2023-24 and plans for 2024-25.

RECEIVED: the appraisal statement of performance 2023-24 for the Assistant Clerk.

2425 14 Pay awards

Heard in private session.

RESOLVED: to approve a pay award of one incremental point for the Assistant Clerk, payable from 1 April 2024, in line with contractual entitlements.

2425 15 Other staffing matters

Heard in private session.

The Clerk reported on other staffing matters including Time Off In Lieu, Annual Leave etc.

2425 16 Training received by Officers

The Clerk reported on training received by officers and upcoming training.

NOTED: training received by Officers since the STAFFING COMMITTEE Meeting on 13 November

APPROVED: upcoming training as presented.

The meeting closed at 8.14pm.

SIGNED: _____ Cllr Tom Dixon CHAIR

HOLME VALLEY PARISH COUNCIL

Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS



FOR: STAFFING COMMITTEE 18-11-2024

DATE: Tuesday 12 November 2024

FROM: Jen McIntosh – Clerk

Clerk team feedback regarding proposed committee restructuring/change to meeting schedule

The clerk team agrees that the current arrangements are not working effectively. Work overload remains an issue with inadequate time to complete core tasks for 2 officers.

The clerk team would support

- the dis-establishment of the CACE Committee,
- the addition of an extra Full Council meeting in late August/early September,
- the changes currently under trial in the work of the Planning Committee
- and the movement of management of major assets such as the Civic and Honley Library to the Finance and Management Committee

should these be adopted.

Communications sub-committee - the clerk team notes that:

- i. reference ought to be made in the sub-committee name to **engagement**.
- ii. Co-opted members with additional expertise should be welcomed.
- iii. The sub-committee should still have terms of reference for clarity of purpose and execution but should not require 3 days' notice for agendas etc.
- iv. Further consideration should be given to who convenes the meetings, the place of agendas and the place of minutes – perhaps recording a simple list of key actions/recommendations/resolutions for circulation.
- v. The Assistant Clerk might attend quarterly anchor-point meetings and other meetings – although it is important that making this change helps reduce administrative workload as much as possible.
- vi. The first meetings will be important in establishing a productive way of working.
- vii. Grants/budget - will all the CACE budget lines feed into grants budgets or will a budget line be given to Service Provision Committee to fund public transport initiatives and the labelling of HVPC assets as part of a communications strategy?
- viii. Communications/engagement will still require a budget.

Finance and Management/Grants – the clerk team notes that:

- i. There is a case to not have a separate grants committee but to keep the x2 grants meetings as part of the x6 F&M meetings that are scheduled.
- ii. There is a case for not having a separate climate action grants pot but to favour grant applications addressing climate action.

Planning – the clerk team notes:

- i. The trial currently taking place in Planning and due for review in January is a sound approach.
- ii. Possible further changes to the Planning Committee's remit and meetings schedule provides the best opportunity to reduce clerk team workload and potentially redeploy resource.

Clerk to report further to the Staffing Committee.

ENDS.

Employers' Secretary
Naomi Cooke

Trade Union Secretaries

Mike Short, UNISON
Sharon Wilde, GMB

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**To: Chief Executives in England, Wales and N Ireland
(to be shared with Finance Director and HR Director)
Regional Employer Organisations
Members of the National Joint Council**

22 October 2024

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024

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

Agreement has been reached on rates of pay applicable from **1 April 2024** (covering the period 1 April 2024 to 31 March 2025). The new pay rates, each increased by £1,290 per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should be increased by 2.50 per cent, in accordance with Green Book Part 2 Para 5.4¹.

The new rates for allowances, uprated by 2.50 per cent, are set out at **Annex 2**.

Joint work

It has been agreed that there will be joint discussions on how the NJC can capture gender, ethnicity and disability pay gap information that will be of most benefit to the sector.

Backpay for employees who have left employment since 1 April 2024

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the 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.

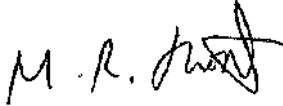
¹ The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

Further detail is provided in [section 15 of the HR guide](#) and the [Backdated Pay Award FAQs](#), which are available on the [employer resources section](#) of www.lgpsregs.org.

Yours faithfully,

*Naomi
Cooke*

Naomi Cooke



Mike Short



Sharon Wilde

SCP	01-Apr-23		01-Apr-24	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£22,366	£11.59	£23,656	£12.26
3	£22,737	£11.79	£24,027	£12.45
4	£23,114	£11.98	£24,404	£12.65
5	£23,500	£12.18	£24,790	£12.85
6	£23,893	£12.38	£25,183	£13.05
7	£24,294	£12.59	£25,584	£13.26
8	£24,702	£12.80	£25,992	£13.47
9	£25,119	£13.02	£26,409	£13.69
10	£25,545	£13.24	£26,835	£13.91
11	£25,979	£13.47	£27,269	£14.13
12	£26,421	£13.69	£27,711	£14.36
13	£26,873	£13.93	£28,163	£14.60
14	£27,334	£14.17	£28,624	£14.84
15	£27,803	£14.41	£29,093	£15.08
16	£28,282	£14.66	£29,572	£15.33
17	£28,770	£14.91	£30,060	£15.58
18	£29,269	£15.17	£30,559	£15.84
19	£29,777	£15.43	£31,067	£16.10
20	£30,296	£15.70	£31,586	£16.37
21	£30,825	£15.98	£32,115	£16.65
22	£31,364	£16.26	£32,654	£16.93
23	£32,076	£16.63	£33,366	£17.29
24	£33,024	£17.12	£34,314	£17.79
25	£33,945	£17.59	£35,235	£18.26
26	£34,834	£18.06	£36,124	£18.72
27	£35,745	£18.53	£37,035	£19.20
28	£36,648	£19.00	£37,938	£19.66
29	£37,336	£19.35	£38,626	£20.02
30	£38,223	£19.81	£39,513	£20.48
31	£39,186	£20.31	£40,476	£20.98
32	£40,221	£20.85	£41,511	£21.52
33	£41,418	£21.47	£42,708	£22.14
34	£42,403	£21.98	£43,693	£22.65
35	£43,421	£22.51	£44,711	£23.17
36	£44,428	£23.03	£45,718	£23.70
37	£45,441	£23.55	£46,731	£24.22
38	£46,464	£24.08	£47,754	£24.75
39	£47,420	£24.58	£48,710	£25.25
40	£48,474	£25.13	£49,764	£25.79
41	£49,498	£25.66	£50,788	£26.32
42	£50,512	£26.18	£51,802	£26.85
43	£51,515	£26.70	£52,805	£27.37

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2024
£41.78

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2024
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2024
£1,491

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2024
£243

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2024
£175

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2024
£1,013

Outer Fringe Area:

1 April 2024
£706

Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2024
£33.63

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2024

£1,013

Outer Fringe Area:

1 April 2024

£706

ADVICE NOTE: Contracts of Employment

There is no legal requirement for an employer to provide a written contract of employment; however, there is a requirement upon an employer to provide a written statement of particulars of employment (section 1, Employment Rights Act 1996).

It used to be that this statement of employment particulars must be provided to the employee within 2 months of the employee starting their employment with a new employer. **However, it is important to note that the requirement from 6th April 2020 is that these are supplied on or before the first day of work.**

If you started working for your employer before 6th April 2020 you can ask your employer for written terms that meet the new requirements. The employer then has one month to provide them. If you have not received this within the above timescale you should raise it, informally at first. If you still don't receive it you can raise it as a grievance.

It is often useful to include more detail in a written contract of employment that also complies with the statutory requirement. This is what NALC and the SLCC have agreed in the model contract employment available here [see advice note]. SLCC can give assistance if more specific contract provisions are required.

What must written particulars include?

Under the legislation, the written statement of particulars must include the following:

- Name of the employer and employee;
- Date when the employment began;
- Date on which the employee's period of continuous employment began;
- Scale or rate of remuneration or how remuneration will be calculated;
- Intervals at which remuneration is paid, be it weekly, monthly etc;
- Terms and conditions relating to hours of work;
- Terms and conditions relating to:
 - Holiday entitlement and pay;
 - Incapacity for work due to sickness or injury, including provisions for sick pay; and
 - Pensions and pension scheme and whether a contracting-out certificate is in place.
- The notice the employee is obliged to give and entitled to receive to terminate their employment;
- Title of job which the employee is employed to do or a job description;
- Period for which the employee is employed if the contract is not permanent;
- Place of work; and
- Any collective agreements which affect the terms and conditions of the employment e.g. National Agreement on Pay and Conditions of Service and any disciplinary and grievance procedures which the Council has.

From April 2020 in addition to the above, the following requirements were introduced:

- the days of the week to be worked are stated and whether the hours are variable;
- any other paid leave;
- any other benefits provided by the employer;
- any probation period including its duration and any conditions; and
- details of training required.

Key provisions of the National Agreement on Pay and Conditions of Service (“Green Book”) which may affect employees’ contracts of employment

If a Council abides by Green Book provisions, there are a number of contractual terms which are automatically incorporated into relevant employees’ terms and conditions. Key provisions are outlined below:

Sickness Scheme

Should a Council abide by Green Book provisions, salary grade may be related to ‘spinal column point numbers’. Each grade comprises a number of these points and attracts a salary that has been negotiated nationally in the NJC for Local Government Services for that point. Scales are incremental and by gaining certain recognised qualifications a Town Clerk may be able to gain additional increments to his or her salary above the scale previously agreed for the role.

However, a Council does not have to use only the national scales and may have devised its own pay grading structure. The SLCC and NALC provide job evaluation services and further information can be found on the SLCC website.

Working Time

Since 1999, the standard weekly hours of full-time staff have been 37 (36 in London). Hours worked in excess of this, should be paid at premium rates as per the Green Book:

- ☐ Monday - Saturday: time and a half;
- ☐ Sundays and public and extra statutory holidays: double time (a minimum of 2 hours must be worked).

Annual Leave

Relevant Council employees are entitled to a holiday with normal pay for each of the bank and public holidays as they occur.

After 5 years’ service, Council employees are entitled to 25 days annual leave (pro-rated for part-time employees) on top of their entitlement to 21 days plus bank/public holidays. As a result of the pay deals agreed in 2020 and 2022 these increased to:

22 days with effect from 1st April 2020 with no increase for staff with longer service

23 days with effect from 1st April 2023 with an increase to 26 days for staff with 5 years or more service

In addition, Council employees are also entitled to 2 “extra-statutory” day’s holiday (pro-rated for part-time employees). Individual Councils are able to negotiate with their Trade Union as to when these extra-statutory days shall be taken. For Parish Councils, it may be more usual for consultation to take place with employees directly and for entitlement to be established by virtue of custom and practice.

Sick pay

Green Book provisions supplement Statutory Sick Pay and Incapacity Benefit in order to maintain normal pay during defined periods of absence from work.

Council employees subject to the Green Book are entitled to receive sick pay for the following periods:

During 1 st year of service	1 month’s full pay and (after completing 4 months service) 2 months’ half pay
During 2 nd year of service	2 months’ full pay and 2 months’ half pay
During 3 rd year of service	4 months’ full pay and 4 months’ half pay
During 4 th and 5 th 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

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Car Allowances

Where an authority authorises an employee to use a private car on official business, the employee may receive an allowance in accordance with Part 3 Section 6 of the Green Book. Please refer to the advice note entitled “Car Usage”.



Expenditure against Budget 2024-25 Year-to-Date

Holme Valley Parish Council - Staffing

CODE	DESCRIPTION		Starting Budget	Virements	Reconcile 2023-24	April	May	June	July	August	September	October	November	December	January	February	March	Payments from EMR	Total	Remaining	
<u>110 Staff Expenditure</u>																					
4000	Salaries	66.36%	£87,700	£0	£0.00	£7,157.82	£7,876.12	£7,194.01	£7,194.21	£7,193.81	£7,194.01	£7,194.01	£7,194.01	£0.00	£0.00	£0.00	£0.00	£0.00	£58,198.00	£29,502.00	4000
4060	Staff Training	29.61%	£2,300	£0	-£141.00	£558.00	£90.00	£0.00	£0.00	£0.00	£50.00	£124.07	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£681.07	£1,618.93	4060
Total Staff Expenditure		65.42%	£90,000	£0	-£141.00	£7,715.82	£7,966.12	£7,194.01	£7,194.21	£7,193.81	£7,244.01	£7,318.08	£7,194.01	£0.00	£0.00	£0.00	£0.00	£0.00	£58,879.07	£31,120.93	

OK

Earmarked Reserves - YTD

Code	Account	Opening Balance				Balance end April	Balance end May	Balance end June	Balance end July	Balance end August	Balance end September	Balance MTD October					
344	EMR Staff Pay Council/Staffing	£0				0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00					