

## **Burton Bradstock Parish Council**

### **Reports for the extraordinary meeting of the Council on 22 November 2022**

#### **Agenda Item 22.11 - 3**

#### **Contract of Employment for the Post of Parish Clerk & Responsible Financial Officer**

I have attached a draft contract of employment for the post as above together with the National Association of Local Councils (NALC) model /template. The NALC template reflects the agreements reached by the National Joint Council, the body where local authority employers and employees representatives meet to discuss and negotiate employees' terms and conditions. These terms and conditions often reflect a trade-off between pay and other conditions, the 2022 settlement being a case in point where an extra day's leave was accepted against a lower pay increase that that sought by the Unions. The template assumes that local councils like Burton Bradstock will want to adopt these key terms and conditions with some variations reflecting local conditions.

The changes to the NALC template in the attached BBPC version are primarily concerned with:

1. Place of work: recognising a joint workplace of the Clerk's home and the Reading Room. This has been the PC's practice for the last 12 years or more.
2. Making it clear that mileage expenses between home and the Reading Room will not be paid except in extraordinary circumstances. Again this has been the PC's practice for the last 12 years or more.
3. Noting the estimated average monthly hours of work needed to fulfil the Council's requirements, as set out in the advertisement for the post.
4. Offering an enhancement to the hourly pay rate rather than calculating pro rata leave entitlement and paying for this at the scale rate.
5. Substituting the Parish Council's job description for the Parish Clerk & RFO for NALC's Clerk only model.

The Contract was not available during the recruitment process and will need discussing with the new Clerk and RFO. Any changes that appear reasonable would be reported back to the Council or the Staffing Committee for consideration.

**I recommend that the Parish Council discusses the draft, agrees any changes, and adopts it as the basis for discussion with the new Clerk and RFO.**

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**Councillor Graham Moody**

**17 November 2022**