

SWANTON MORLEY PARISH COUNCIL

An extraordinary meeting of Swanton Morley Parish Council was held in the Village Hall on Wednesday 30th January 2008. The meeting commenced at 7.30pm.

Present: Mr R. Atterwill (Chair), Mr C. Perry, Mr G Northall, Mrs M. Thomas and Mrs L Vyse. Also in attendance were Mrs S Lake (NCAPTC), Mr A Fairchild (SLCC) and Mrs F LeBon (clerk)

1. Apologies for absence

Apologies were received from Mrs J Walden and Mrs J Andrews.

2. Declarations of Interest

None

3. To Agree the Council Profile for which the clerk's salary is to be based

Mrs Lake introduced the profiling process as an agreement between NALC (representing councils) and SLCC (representing clerks) on guidance for council members on pay for clerks. The profiling process could then be used as a recognised exercise to justify the pay of the clerk to parishioners.

Some councils opt for a spot salary, but are obliged to review this every year. Most choose a salary range of 4-5 Spinal Column Points and when the clerk reaches to top of the range that is where they stay unless the council has progressed. The status of the council should be reviewed regularly. It was stressed that the salary must be applied to the position and not the person.

An exercise was performed to establish what the council, and the clerk, are responsible for. The information agreed is appended to these minutes.

Mrs Lake talked through the items listed on profiles one and two, and profile three was briefly looked at. Mr Fairchild explained how the salary scales worked and advised the council to select a salary scale of 4-5 Spinal Column Points. He also recommended that the clerk's working hours be reviewed annually, but stressed this was not to form part of this discussion.

Members discussed which profile the council fell into. The lack of devolved functions that formed part of profile two was raised, but also the amount of meetings expected to be attended was exceeded. Concerns were raised as to the percentage rise in salary should profile two be selected.

Mrs Walden requested by email that questions be raised and answered by the representatives of NCAPTC and SLCC. All questions were asked of the aforementioned representatives and the council will draft a response to Mrs Walden, ensuring that NCAPTC have agreed to the response prior to sending. A copy of these questions and the answers are appended to these minutes.

Mr Perry proposed that the role of clerk to the council falls partly into profile two and partly below profile two. This was seconded by Mrs Vyse. The vote was four to one in favour with Mr Northall voting against.

Mr Atterwill proposed that the clerk's contract be amended to include the provision of the Local Government Pension Scheme. This was seconded by Mrs Thomas. All in favour.

4. Resolution to Exclude the Public from Section 5 of this Meeting as the Discussion Relates to Terms of Service of an Employee

The clerk and Mr Fairchild (as a representative of clerks) left the room so that the Council could agree the clerk's salary terms.

5. To Agree Clerk's Salary for 2008/2009

Mrs Vyse proposed that the council should set the pay scale between SCP26 - SCP29, commencing at SCP26, with a definite review of the profile in two years time. Furthermore these scales take into account the fact that the Clerk has achieved the CILCA qualification. The new scales will take effect from 1st April 2008. This was seconded by Mr Perry. The vote four to one in favour with Mr Northall objecting to the proposal.

_____ (Chairman) _____ Date

PROFILE INFORMATION

Swanton Morley Parish	Council	Clerk's name	Faye LeBon
Electorate	1345	Population	2565
Precept (07/08)	£38759.48	Gross Budgeted Income	£254759.48*
Gross budgeted expenditure	£119739	Total year end balances. (2007)	£16120
Your start date	01/06/06	Present annual gross salary	£4086.24
Do you work from home?	Yes	Do you provide own equipment?	Yes
Contracted Hrs. per week/month	40 p/m	Av. Hours worked per week/month	40 p/m
Staff you directly supervise –list names & job title	None	Contractors you engage and/or supervise –list names & job title	TT Jones (street lighting) J Pillar (Grass cutting)

* Includes figure of £139,000 for sale of land

Is there a contract of employment?	Yes	Do you have a job description?	Yes
Are you also the RFO?	Yes	Do you hold these qualifications?	
How many seats on your council?	7	Cert in Local Council Administration	Yes
How many ctees & sub-ctees?	2	HE Cert Local Policy Studies 1 st year	No
Meetings that must be minuted per year?	26	H E Cert in Local Policy Studies	No
Approx no. planning applications per year?	31	Diploma in Local Policy Studies	No
Approx no. payments processed monthly?	14	Degree in Local Policy Studies	No
		Has council achieved quality status?	No

As clerk to your council does your job presently involve carrying out any of these functions?
Put a tick (✓) or cross (X) in the box

Allotments	X	Street lighting	✓	Parish Staites	x
Burial grounds	✓	Traffic calming	✓	Noticeboard/signs.	✓
Closed churchyards	✓	Litter	✓	Public Conveniences	x
Neighbourhood Watch	x	Transport schemes	✓	Tourism	x
Bye Laws	x	Trees and verges	✓	Markets	x
Charities	x	Bus Shelters	x	Farmers markets	x
Car parks	x	Footpaths	✓		
Commons/ Greens	✓	War memorial	✓	Other functions (list)	
Conference facilities	x	Newsletter	✓	Recycling	✓
Community Centre	x	Website	✓	Dog Bins	✓
Village Hall	x	Youth club/scheme	x	Grant Scheme	✓
Play equipment	✓	Parish plan in progress	✓	River	✓
Recreation ground	✓	Crime prevention	x		

Questions to NCAPTC and SLCC from Councillor Walden

- My understanding is that Profile 1 assumes a salary scale of £15,470 to £20,736. Is that correct?
This is not correct. There are 3 salary bands within profile one. The first from £15,470 rising to £16,217. The second starts at £16,536 and rises to £18,907. The third starts at £19,463 and rises to £20,736. There is also an option of 'mixing and matching these bands.
- On the same basis Profile 2 assumes a salary scale of £21,412 to £30,598. Is that correct?
Is this profiling an absolute defining factor in determining the Clerk's salary?
As before, there are three bands to profile two. The first starts at £21,412 and rises to £23,749. The second starts at £24,545 and rises to £27,594 and the third starts at £28,172 and rises to £30,598. Again there is also the option to 'mix and match' depending on what is most appropriate for the council.
- **Profile 1**

In my view the Clerk's responsibilities fall into this profile apart from the "Typical Budget £25,000" Is this figure absolutely defined or is there some flexibility?

There is always flexibility and the profiles are only a guide to members. There are other circumstances that you can take into account.

- The Clerk is also expected to attend 12 meetings per year. Is this figure absolutely defined or is there some flexibility?
Profile one states up to six meetings per year. There is always flexibility but it is downwards and not upwards. The clerk was expected to attend and minute 26 meetings last year and this could not be defined as a 'flexible' figure compared to six.
- **Profile 2**
The Clerk does not have devolved functions or statutory functions. Am I correct?
Whilst the Council does not undertake any devolved functions on behalf of either Breckland District or Norfolk County Councils it does use its statutory powers to provide a range of services (20) as identified in the profile information sheet.
- The Clerk is not responsible for managing staff.
It was agreed that the clerk is not responsible for managing staff, but is responsible for managing contractors. Specifically identified were contractors for grass gutting and street lighting.
- The annual spend on Office Equipment is approx. 1% of the budget There is not a specific Parish Office to maintain.
It is immaterial whether there is a specific Parish Office or not. The clerk is responsible for a workspace that will accommodate the work that is expected of the council.
- The total budget is £54,422 and the precept is set at £31,552. The budget includes a loan for street lighting with payments being made to a sole contractor.
Any income received by the council must be financially managed. Whilst there are funds held by the council they must be classed as relevant as increased finances mean increased financial risk that must be managed.
- There is a one off item of £136,761 from the sale of the Old Village Hall. Is this figure assessed as being the Clerk's overall financial responsibility?
This is very relevant as it is an increased responsibility for the clerk whilst it is being held. This money is not going to be spent immediately and must be managed. The clerk must also consider where the funds should be held to receive the best return for the council whilst ensuring that the money is as accessible as need be.
- I would also request that you consider a training course with a specific emphasis on setting budgets.
This was discussed and will be investigated in the future. Courses specifically for this were run in the past by Norfolk County Training Partnership but were not well attended.
- I believe that the appropriate Profile is for the Parish Council not an employee. Am I correct?
This is correct, the profile should be for the council, not the employee
- Swanton Morley is deemed to be a large Parish Council. How is a large Parish Council defined? Are our land and assets exceptional?
With more than 9,000 parishes covered by the national agreement it is impossible to categorise councils by population alone. Size of budgets, assets managed, functions performed, services provided and meetings held were all used to identify four generic profiles whilst a total of 12 salary grades were suggested to reflect the range of duties and responsibilities required to be carried out by parish clerks and responsible financial officers.
- According to Faye's contract of employment, her recent success in her qualification is to be applauded, this entitles Faye to a 1 point rise in salary scale to a maximum of 4 points which can be adequately accommodated in Profile 1. Can the contract of employment be amended?
It was recommended and agreed that the contract be amended to reflect this.

- The pension enhancement to salary also requires consideration. Is this considered to be part of salary? Contract of employment states "There is no pension scheme applicable to this post" Can the contract of employment be amended?

Unlike non-contributory schemes the Local Government Pension Scheme, which covers all local authority employees in England and Wales, is not **an enhancement to salary** as both employees and employers pay monthly percentage contributions based upon earnings. Swanton Morley PC has already passed a statutory resolution to admit the parish clerk to the Norfolk County Council pension fund if she so wishes therefore the post is pensionable.