

City of Durham Parish Council

Dear Personnel Committee Member,

In accordance with the Local Government Act 1972 I hereby give you notice that a meeting of the **City of Durham Parish Council Personnel Committee** will be held in **Room 2, Alington House, 4 North Bailey, Durham DH1 3ET** on **Tuesday 19 June 2018** at **10:00** to transact the following business:-

- 1. Apologies for absence**
- 2. Public Participation**
- 3. Declaration of any interests in the following items.**
- 4. Arrangements for the Recruitment of clerk**

To discuss the arrangements necessary to start the recruitment and appointment process for the employment of the clerk to the council.

It is recommended that the council uses the services of a Human Resources consultant to guide them through the process to ensure legally compliant recruitment procedures are adopted. As previously reported it is recommended that DCC's HR services be approached to see if they can provide the necessary advice for this process. Other HR companies are available.

The council is advised to follow and adopt the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004 produced by the National Association of Local Councils and the Society of Local Council Clerks.

To assist I attach a copy of the following documents.

Part1 of the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. This provides councils with suggested profiles of a council to be able to determine and set the appropriate salary scales for a clerk. This document is currently under review however, it is anticipated that the revised document will not be available until after this recruitment process is complete.

Part 2 of this document deals with the **model contract of Employment** which will obviously not be needed until an appointment is made.

Part 3 A copy of the Guide to Good Employment Practice. This contains guidance on good employment practice and current employment law as it

applies to Local Councils. This contains a specimen Job Description for a clerk to assist the council with this document.

A Job Specification would also be useful to include with the job advert to enable prospective clerks to have an understanding as to what the council is looking for during its appointment process.

I also attach for guidance, a copy of the guide to **Being a Good Employer** produced by NALC and endorsed by ACAS. This document includes a section on recruitment and this could be read before attending this meeting.

Details of the latest **Nationally Agreed Salaries** are provided to determine the level of expenditure that will be incurred by the council whilst discussing this appointment. There will be council on-costs including Employers National Insurance and Employers Pension Contributions. Should the council wish to provide access to the Local Government Pension Scheme administered by DCC then the employers contribution is currently 19.1% of gross salary. Other pension providers are available.

Members will need to have a clear position on the Job Description and Job Specification for their clerk, the level of salary they wish to pay, the number of hours they wish the clerk to work in the early stages of the council and whether they wish to give access to the LGPS or another pension provider to enable a meaningful job advert to be produced.

Other requirements can be built into the job advert for example whether the council wishes to employ a clerk who already holds an appropriate qualification or whether they wish the new clerk to obtain a relevant qualification in a specified time etc.

Once this has been discussed and agreed the council can move onto the advertising and recruitment process.

And pursuant to the provisions of the above-named act, **I Hereby Summon You** to attend the said meeting.



Stephen Ragg
Interim Clerk City of Durham Council
18 June 2018