

Approval for Payment of Clerks Incremental Salary Increase and Pension Contribution

Background

There are two administrative matters relating to the Clerk's remuneration that require approval by this Committee.

1. Pay Increment

- 1.1. At its Emergency Meeting of 22nd May 2020, Council approved the Clerk's successful completion of the 6-month Probation, to take effect on 27th May 2020.
- 1.2. The Clerk's Contract of Employment (at Section 3.1) specifies that: "[on successful completion of probation] you will be awarded your first incremental salary point"
- 1.3. The increment is not defined in the contract. The assumption has to be that it refers to the National Pay Scales, as per the attached advice note from NALC. The Clerk's starting salary was set at £16,428 for 25 hours. This equates to £24,313 full-time, which is "New SCP 18" for 2019/20.
- 1.4. An incremental point would therefore be to "New SCP 19", full-time salary £24,799. For 25 hours per week, this is £16,756.
- 1.5. **Approval is sought to instruct implement this increase with effect from 27th May 2020.**
- 1.6. The increase in costs has been taken into account in the update of this year's budget; it is calculated to be approximately £300 (including VAT and National Insurance Contributions).

2. Pension Contributions

- 2.1. The Clerk qualifies for a workplace pension (see <https://www.gov.uk/workplace-pensions/what-you-your-employer-and-the-government-pay>). This is included in the Clerk's Contract of Employment (at Section 16). None of the other three staff qualify for a pension.
- 2.2. The Council paid these to the previous Clerk at the minimum rate: 3% employer contribution (which, with 5% from the employee, makes up the minimum 8% contribution), and it is assumed that it does not intend to increase these contributions.
- 2.3. Pension Contributions have not yet been made, and need to be, with effect from the start of employment 27th November 2019, and henceforth on a regular monthly basis.
- 2.4. If the pay increment in 1.5 above is approved, the outstanding payments due to end-July are: £318.85 and then a monthly contribution of £41.07 / month (if the pay increment is not approved, these figures are marginally smaller). These costs are included in the budget for 2020/21.
- 2.5. The Clerk is proposing to nominate that payments are made into his Personal Pension Fund.
- 2.6. **Approval is sought to process these payments.**

Richard Maccabee, Clerk to Council, 18th August 2020