

CONTRACT OF EMPLOYMENT

This contract of employment (“the contract”) contains the main terms and conditions of your employment with Astley Parish Council (“the Council”). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER: ASTLEY PARISH COUNCIL

THE EMPLOYEE: LISA HARRIS

DATE OF ISSUE: 20/03/24

1. COMMENCEMENT DATE

1.1 Your employment with Astley Parish/Town Council began on **01/10/23** (“the commencement date”).

2. CONTINUOUS SERVICE

2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.

2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

4. PROBATION

4.1 Your appointment is subject to satisfactory completion of a probationary period ending 31/03/24.

5. JOB TITLE

5.1 You are employed as **Clerk and Responsible Financial Officer**.

6. JOB DUTIES

6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.

6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

Working from home

8.1 Your usual places of work are: **6 Besford Square, Shrewsbury SY3 7PG** and other locations by agreement.

9. SALARY

9.1 Your hourly rate is **£19.05 per hour**.

9.2 Your pay will be paid to you by cheque or bank transfer to your bank or Building Society **on a monthly basis**.

10. EXPENSES

10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council.

10.2 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.

10.3 You will be provided with a copy of the Council's expenses policy.

11. HOURS OF WORK

11.1 You are required to work **a minimum of 6 hours per week (worked flexibly)**.

12. ANNUAL LEAVE

12.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 21 working days' leave in each leave year (pro rata for part time employees).

12.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days.

12.3 Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.

12.4 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.

12.5 Annual leave must be taken at times agreed with the Council.

13. SICKNESS ABSENCE

13.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform

the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.

13.2 You will be provided with a copy of the Council's sickness absence policy.

13.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

14. SICK PAY

14.1 When you are absent from work due to sickness, you will receive sick pay, in accordance with the Council's sickness absence policy, provided that you comply with the provisions set out in the policy.

15. INJURY OR ASSAULT

15.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

16. NOTICE OF TERMINATION OF EMPLOYMENT

16.1 Either party may terminate the contract by giving one week's notice in writing during the probationary period.

16.2 After completion of probationary period: The length of notice which you are obliged to give to the Council to terminate your employment is three months in writing.

16.3 The length of notice which you are entitled to receive from the Council to terminate your employment is three months in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.

16.4 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

17. DISPUTE RESOLUTION

17.1 You have been provided with a copy of the Council's grievance and disciplinary procedures.

17.2 If you have a grievance arising from your employment, you should raise it with [the Chairman of the Staffing Committee] . If you are dissatisfied with any disciplinary decision made against you, you should raise it with [the Chairman of the Council].

18. HEALTH AND SAFETY

18.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

18.2 You will be given a copy of the Council's Health and Safety Policy.

19. EQUAL OPPORTUNITY POLICIES

19.1 You must comply with the Council’s Equal Opportunity Policies. You will be given a copy of these Policies.

20. INDEMNITY

20.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed: _____ **Dated:** 20/03/24 _____

Name: LISA HARRIS _____

Signed for and on behalf of Astley Parish Council

Signed: _____ **Dated:** 20/03/24 _____

Name: KATE LLOYD _____

Astley Parish Council

Job Description

Clerk/RFO

Overall Responsibilities

*The **Clerk** will be the Proper Officer of the Council and as such is under a statutory duty to carry out all functions and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The **Clerk** will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The **Clerk** is expected to produce all information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The **Clerk** will be responsible for all the financial records of the Council and the careful administration of its finances.*

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed
2. To prepare, in consultation with appropriate members, agendas for all meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
3. To issue notices, agendas and minutes for meetings and to implement decisions made following a meeting.
4. To oversee the Council's financial accounts.
5. To ensure that the Council's obligations to insure are properly met.
6. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
7. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
11. To draw up both on his/her own initiative and as a result of suggestions by councillors' proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
12. To supervise any other member of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
13. To act as a representative of the Council as required and attend any Conferences/Seminars as required.
14. To prepare in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.

15. To attend to the maintenance and administration of Council amenities and to include correspondence with users and contractors.
16. To manage/monitor projects to improve Parish amenities in accordance with Council agreed specifications.
17. To act as the conduit between councillors and members of the public, providing an effective, constructive and polite service to all stakeholders.
18. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.