

**BOROUGHBRIDGE TOWN COUNCIL
DEPUTY TOWN CLERK CONTRACT OF EMPLOYMENT**



THE EMPLOYER - Boroughbridge Town Council

THE EMPLOYEE –

1. 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 of 12 weeks.

5. JOB TITLE

- 5.1 You are employed as Deputy Town Clerk.
- 5.2 Your reporting line is to the Town Clerk and RFO.

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. PLACE OF WORK

- 7.1 Your usual place of work is:
1 Hall Square, Boroughbridge, North Yorkshire, YO51 9AN.

REMUNERATION

- 8.1 Your salary is £13.96 per hour being the current salary point 17 within the scale LC1 as set out in SLCC Salary Scales 2022/2023.
- 8.2 You have been appointed to a single salary point and the Council will review your salary annually in April each year.
- 8.3 Your salary will be paid to you by bank transfer to your bank or Building Society on the 28th monthly.

9. EXPENSES

- 9.1 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.
- 9.2 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. HOURS OF WORK

- 10.1 You are required to work 15 hours per week from 8.30am to 1:30pm.
- 10.2 Working patterns are entirely flexible and can be shaped to meet peaks and troughs in Council workload and personal requirements. All variations are to be agreed with the Town Clerk and RFO
- 10.3 You will be paid for time spent at meetings. You will also receive payment for time spent on training courses to be agreed by the Town Clerk in advance.

11. ANNUAL LEAVE

- 11.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of the calendar year. You are entitled, in addition to the normal bank and public holidays, to 4 working weeks leave in each leave year (pro rata for part time employees).
- 11.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days.
- 11.3 Your leave entitlement will increase to 5 working weeks per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.
- 11.4 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. SICKNESS ABSENCE

- 12.1 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.
- 12.2 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.

13. SICK PAY

- 13.1 After completing a probationary period of 12 weeks, you will receive sick pay when you are absent from work because of sickness, as follows:
One month's full pay and 2 month's half pay per calendar year. Once this allowance is used,

you may receive payment at the discretion of the Council followed by Statutory Sick Pay in accordance with current DSS rulings.

14. PENSIONS

- 14.1 You will be invited to join the NEST Stakeholder Pension Scheme. You will be able to opt out from this.

15. NOTICE OF TERMINATION OF EMPLOYMENT

During the probationary period

- 15.1 Either party may terminate the contract by giving notice of one week in writing.

After completion of probationary period

- 15.2 The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.
- 15.3 The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks 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.
- 15.4 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.

16. DISPUTE RESOLUTION

- 16.1 You have been provided with a copy of the Council's grievance and disciplinary procedures.
- 16.2 If you have a grievance arising from your employment, you should raise it with the Chair of the Finance and HR Committee. If you are dissatisfied with any disciplinary decision made against you, you should raise it with the Chairman of the Council.

17. HEALTH AND SAFETY

- 17.1 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.
- 17.2 You will be given a copy of the Council's Health and Safety Policy.

18. EQUAL OPPORTUNITY POLICIES

- 18.1 You must comply with the Council's Equal Opportunity Policies. You will be given a copy of these Policies.

19. TRAINING AND DEVELOPMENT

- 19.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.
- The clerk may undertake the Certificate in Local Council Administration, the expenses for which the council will meet.

20. INDEMNITY

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

Signed _____

Date_____

Chair of Boroughbridge Town Council

Signed _____

Date_____

Chair of the HR Committee

Signed _____

Date_____

Deputy Clerk appointed 2025