

# BRACEBRIDGE HEATH PARISH COUNCIL

Bracebridge Heath Community Library, London Road, Bracebridge Heath, Lincoln, LN4 2LA  
07899 888530 – [clerk@bracebridge-heath.co.uk](mailto:clerk@bracebridge-heath.co.uk)

## Key terms and conditions of employment

- General - The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils.
- Working week - The normal working hours are 20 hours per week.
- Hours of work – Flexible hours of work are applicable to this post. The postholder is expected to attend meetings in the evening and be available during the day for contact with members of staff.
- Annual Leave - 22 working days plus 8 bank/public holidays, increasing annually to 25 days plus bank/public holidays after 5 years' service, (pro-rata for part time hours).
- Pension - The Council uses the Local Government Pension Scheme administered by the Lincolnshire Pension Fund. The scheme is available to all employees.
- Salary - within salary range LC1 (spinal points 11 – 17) - £21748 to £24491 (pro rata) dependent on the level of experience.
- Travel Expenses – Mileage from your contracted base will be paid at the agreed rate; currently 45p per mile.
- Expenses - The Council will reimburse all expenses incurred in the discharge of the duties. This post also attracts a home-working allowance of £26 per month.
- Pay Method – Salary is paid monthly by transfer to a bank or building society account on the Tuesday after the Council meeting.
- Salary Review – The post holder will be appointed on a fixed-point salary, which is reviewed annually and an increment may be awarded within the advertised salary scale, subject to satisfactory performance. The salary is also subject to any revisions agreed nationally by NALC and SLCC as a result of pay negotiations, generally effective from 1 April.
- Appraisal – After initial probationary assessments, you will receive an annual appraisal. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.
- Work Location – The post will be based at home, although the post holder will be required to attend meetings in Bracebridge Heath and also to attend training at other venues within or outside of the parish, as required.
- Probation – 6-month probationary period.
- Notice Period - After completion of the probationary period, three months by either side, in writing.