

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
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 Lymm WA13 0JB



Pay Review Results 1st December 2021

- **Current situation:**

Following the ratification of the Pay Policy, consultants were engaged to externally review all staff except the Clerk and Assistant Clerk. ChALC was able to review Clerk and Assistant Clerk roles.

- **Current scales and pay grades:**

Role	Current hourly rate	Current FT equivalent	Current scale / equivalent	Current grade / equivalent
Clerk	18.58	35,747.92	LC2	32
Assistant Clerk	13.51	25,993.24	LC2	20
Environment Manager	12.83	24,692.32	LC2	18
Village Hall Admin Assistant	10.39	19,991.00	LC1	6
Environment Warden x 2	9.5	18,278.00	Below LC	2
Weekend Environment Warden	9.5	18,278.00	Below LC	2
Village Hall Keyholder x 2	9.5	18,278.00	Below LC	2

- **Recommendations:**

Clerk and Assistant Clerk roles

“The number of meetings is considerable and is more akin to a very large town council. Whilst not forming part of the evaluation it is highlighted on the matrix as being outside the norm for a council that otherwise fits the criteria for a Local Council Scale 3.” Jackie Weaver, November 2021

Role	Recommended NALC/NJC grade	Recommended pay scale	Recommended hourly rate range
Clerk	NALC LC3	37-41	21.25-23.32
Assistant Clerk	NALC LC2	24-28	14.90-16.75
Environment Manager	NALC LC1	13-17	11.76-12.73
Village Hall Admin Assistant	NALC LC1	5-6	10.04-10.24
Environment Warden x 2	NALC LC1	5-6	10.04-10.24
Weekend Environment Warden	Below LC Scale	1-5	9.27-9.46-9.65-9.84-10.04
Village Hall Keyholder x 2	Below LC Scale	1-5	9.27-9.46-9.65-9.84-10.04

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- **Recommendations for each role:**

Clerk

1. Increase scale range from LC2 above substantive range to LC3 substantive benchmark range
2. Increase salary scale to the lowest spinal column point of the LC3 scale backdated to 1st April 2021, from £34,788 to £40,876 F/T equivalent

Assistant Clerk

3. Increase scale range from LC2 below substantive to LC2 substantive benchmark range
4. Increase salary scale to the lowest spinal column point of the LC2 substantive benchmark range backdated to 1st April 2021 from £25,991 to £28,672 F/T equivalent

Environment Manager

5. Assign the post to scale range LC1 13-17
6. Maintain the same hourly rate of £12.83 in 2022-23 until it ties in with the NALC pay scales going forwards

Village Hall Admin Assistant

7. Assign the post to scale range LC1 5-6
8. Maintain the same hourly rate in 2022-23 until it ties in with the NALC pay scales going forwards

Environment Wardens

9. Assign the post to scale range LC1 5-6
10. Increase the hourly rate to the bottom of the LC1 scale, point 5, and increase the hourly rate to £10.04 backdated to 1st April 2021 from £9.50 per hour

Weekend Environment Warden

11. Assign the post to scale range Below LC Scale
12. Maintain the hourly rate of £9.50 per hour on 2021-22 and tie it in to the next spinal column point in 2022-23 or the real living wage, whichever is highest

Village Hall Keyholders

13. Assign the posts to scale range Below LC Scale
14. Maintain the hourly rate of £9.50 per hour on 2021-22 and tie it in to the next spinal column point in 2022-23 or the real living wage, whichever is highest

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Financial impact of recommendations in 2021-22:

Role	Difference from April to December 2021	Difference from January to March 2022
Clerk	3123.9	1041.3
Assistant Clerk	1626.3	542.1
Environment Manager	0	0
Village Hall Admin Assistant	0	0
Environment Warden x 2	631.80 x 2	210.60 X 2
Weekend Environment Warden	0	0
Village Hall Keyholder x 2	0	0
TOTAL	£6014 plus on-costs	£2005

2022-23 salary costs based on recommendations

Role	NALC SCP 2022-23	2022-23 pro rata annual cost
Clerk	38	33,961.20
Assistant Clerk	25	23,977.20
Environment Manager	17	10,007.40
Village Hall Admin Assistant	6	8,644.48
Environment Warden x 2	6	7,987.20 x 2
Weekend Environment Warden	RLW	1544.40
Village Hall Keyholder x 2	RLW	3,603.60 x 2
TOTAL		£101,316 plus on-costs