



Astley Village Parish Council

Agenda

To: Members of Astley Village Parish Council Personnel Committee.

YOU ARE HEREBY REQUESTED to attend a meeting of the Personnel Committee to be held on **Wednesday 12 November 2025** at 6.30pm in the Community Centre at which the following business will be transacted.

Agenda

1. Election of Chair

2. Apologies for Absence

To receive members' apologies.

3. Declarations of Interest

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

4. Minutes

To approve as a correct record and sign the minutes of the meeting of the Personnel Committee held on 20 November 2024. (Enclosed).

5. Exclusion of the Press and Public

To consider the Press and public for any item on the Agenda due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

6. Review of HR Policies

The HR List of Policies and Documents and Review Dates agreed on 17 November 2021 is attached for information.

- (i) **Bullying and Harassment Policy (Enclosed)**
- (ii) **Equality and Diversity Policy (Enclosed)**

Confidential Item

7. Contract of Employment & Statement of Particulars

To consider a report of the Parish Clerk & Responsible Financial Officer (Enclosed)

8. Date of Next Meeting.

To agree that the next meeting will take place on Wednesday 18 November 2026

The Personnel Committee Terms of Reference state:

“Frequency of Meetings

The Personnel Committee will meet at least one a year (usually in October/November).”

Members

Councillor Chris Sheldon (Chair)

Councillor Keith Ashton

Councillor John McAndrew - Vice Chair (Ex officio)

Craig Ainsworth
Clerk to the Parish Council
5 Clarendon Gardens
Bromley Cross
BL7 9GW



5 November 2025



Astley Village Parish Council

Personnel Committee

20 November 2024 at 6.30 pm

Present

Councillor Chris Sheldon (Chair) (in the Chair); Councillors Keith Ashton, Matt Lynch and John McAndrew.

1. Election of Chair

RESOLVED – That Councillor Chris Sheldon be elected Chair of the Personnel Committee until the next Annual Parish Council Meeting.

Councillor Sheldon in the Chair.

2. Apologies for Absence

There were no apologies.

3. Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 7 'Contract of Employment & Statement of Particulars' as the report concerned himself and left the meeting during the discussion and vote on the item.

4. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 8 November 2023 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

5. Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of item 7 'Contract of Employment & Statement of Particulars' (Minute 7) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

6. Review of HR Policies

The Committee reviewed the following policies (copies of which had been circulated):

- (i) Councillor/Employee Relations
- (ii) Training Statement of Intent

(i) Councillor/Employee Relations

RESOLVED – That the Councillor/Employee Relations Policy be confirmed.

(ii) Training Statement of Intent

The Committee discussed the need to provide a training/ briefing session to all Parish Councillors at least once a year.

RESOLVED – (1) That the Training Statement of Intent be confirmed.

(2) That a training/ briefing session be provided to all Parish Councillors on Social Prescribing and Safeguarding/ Prevent during 2025 and that a training/ briefing session to all Parish Councillors at least once a year.

(3) That the Parish Clerk be requested to approach Chorley Borough Council to enquire whether they could facilitate a training/ briefing session on Social Prescribing and Safeguarding/ Prevent during 2025.

7. Contract of Employment & Statement of Particulars

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Committee to review the Contract of Employment & Statement of Particulars of the Parish Clerk and Responsible Financial Officer.

It was noted that the Society of Local Council Clerks (SLCC) and the National Association of Local Councils (NALC) had agreed a new model employment contract for local councils. This model contract incorporates Green Book terms, which both SLCC and NALC recommend councils offer to align with the best practices within the local government sector. The Parish Clerk confirmed that he was happy to adopt the new model employment contract from 1 December 2024.

It was noted that the NJC rate for mileage claims had increased from 0.45p per mile to 0.46.9p per mile.

Agreement has been reached on the Local Government Pay Award for 2024/25 covering the year from 1 April 2024 to 31 March 2025 and the cost implications were set out in the report.

RESOLVED - (1) That the new model employment contract for local councils be adopted by the Parish Council from 1 December 2024.

(2) That the Local Government Pay Award for 2024/25 from 1 April 2024 be noted.

(2) That the pay grade of the Parish Clerk be increased to LC2 and the Parish Clerk be appointed on point 23 with effect from 1 April 2025.

(3) That in future a sub group of the Personnel Committee should undertake an annual appraisal for the Parish Clerk and the Parish Council be recommended to amend the Terms of Reference of the Personnel Committee to read:

“4. Annual Appraisals

A sub group of the Personnel Committee will undertake an annual appraisal for the Parish Clerk and the Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel

Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised."

(4) That the Clerk Expense Reimbursement Policy be amended to reflect the increase in the NJC rate for mileage claims from 0.45p per mile to 0.46.9p per mile.

8. Date of Next Meeting

RESOLVED – That the next meeting of the Personnel Committee be held on Wednesday 12 November 2025 at 6.30 pm at the Community Centre.

The meeting concluded at 7.45 pm.

Chair



Astley Village Parish Council

Personnel Committee HR List of Policies and Documents

	Doc No.	Policy or Document	Created / Reviewed	Meeting/Review	Council Website
Council	15	Bullying and Harassment Policy	Reviewed 19/01/21	November 25	Yes
Council	16	Equality and Diversity Policy	Reviewed 19/01/21	November 25	Yes
Council	17	Health and Safety Policy	Reviewed 19/01/21	November 26	Yes
Council	18	Grievance Procedure	Reviewed 19/01/21	November 26	Yes
Council	19	Disciplinary Procedure	Reviewed 19/01/21	November 26	Yes
Council	20	Councillor/Employee Relations	Reviewed 19/01/21	November 24	Yes
Council	21	Training Statement of Intent	Reviewed 19/01/21	November 24	Yes
Council	23	Terms of Reference for Personnel Committee*	Reviewed 5/05/21	Annually at the Annual Parish Council Meeting in May	Yes
Council	24	Sickness Absence Policy/Procedure	Reviewed 19/01/21	November 25	Yes
Council		Clerk Expense/Reimbursement Policy	Approved 02/09/20	Annually at the November meeting of the Personnel Committee	Yes
		Contract of Employment & Statement of Particulars of Employees*	At time of appointment	Annually at the November meeting of the Personnel Committee	

* Requires annual review



Astley Village Parish Council

BULLYING AND HARASSMENT POLICY

1.0 PURPOSE AND SCOPE

1.1 Statement: In support of our value to respect others this Parish Council will not tolerate bullying or harassment by, or of, any of their employees, officials, members, contractors, visitors to the Parish Council or members of the public from the community which we serve. The Parish Council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the Parish Council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the Parish Council's Grievance and Disciplinary Procedures. The Parish Council will issue this policy to all employees and Parish Councillors as part of their induction. The Parish Council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions:

Bullying “Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.”

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age. These definitions are derived from the Acas guidance on the topic.

Both bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, lack of respect for others, turnover, damage to the Parish Council's reputation and ultimately, Employment Tribunal or other court cases and payment of unlimited compensation.

1.3 Examples of unacceptable behaviour are as follows; (this list is not exhaustive) Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities. Bullying and harassment may occur face -to-face, in meetings, through written communication, including e-mail, social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 Penalties: Bullying and harassment are considered examples of serious misconduct which will be dealt with through the Parish Council's Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the Parish Council for employees or through referral to the Monitoring Officer, as a contravention of the Member's Code of Conduct which may result in penalties against the member concerned. In extreme cases harassment can constitute a criminal offence and the Parish Council will take appropriate legal advice, sometimes available from the Parish Council's insurer, if such a matter arises.

1.5 The Legal position: The Parish Council has a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the Parish Council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

2.0 DEALING WITH BULLYING AND HARASSMENT COMPLAINTS

2.1 Informal approach: Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour that their conduct is unacceptable, offensive or causing discomfort.

2.2 Formal approach:

2.2.1 Employees: Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Personnel Committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion with the Councillor, as this will enable the formal Grievance Procedure to be invoked.

2.2.2 Others: Any other party to the Parish Council, other than an employee who feels he or she is being bullied or harassed should raise their complaint with a Councillor, where possible, or Chair of the Parish Council, or the Monitoring Officer, if an informal notification to a member has been unsuccessful at eliminating the problem or where a member is directly involved in the bullying or harassment. The complaint should then be investigated, and a hearing held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any members or officers of the Parish Council should use the Parish Council's official Complaints Procedure.

2.3 Grievance: (Employees only) A meeting to discuss the complaint with the complainant will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the Parish Council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer as appointed by the Chair/Councillor who is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the complainant to demonstrate how the problem is to be resolved. It may be decided that mediation is required, and the Parish Council should contact another Agency such as, an employer's body or Acas to this effect or the Parish Council may offer counselling. The employee will have a right of appeal as established by the Employment Act 2002. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full Parish Council without prior approval by the complainant. The Parish Council will not victimise the complainant for raising the complaint once the appropriate grievance/disciplinary process has been concluded.

2.4 Disciplinary Action: Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour. For an Employee found to have been bullying/harassing others this will follow the Parish Council's Disciplinary procedure, under the Employment Act 2002 provisions and would normally be treated as Gross Misconduct. For Members who the Parish Council reasonably believe have been bullying or harassing another person(s) whilst undertaking Parish Council activities the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g., interpersonal communication, assertiveness, chairmanship etc., may be more appropriate than a penalty. The range of disciplinary sanctions available to the Parish Council, where a member has been involved in bullying/harassment include admonishment and an undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from committees of the Parish Council and representation on any outside bodies, a referral to the Standards Board (or equivalent) by the Parish Council and/or the aggrieved victim. There may also be a referral to the Police under the Protection from Harassment Act 1997, in the most extreme cases. This list is not exhaustive.

2.5 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or a referral to the Monitoring Officer.

3.0 RESPONSIBILITIES

All parties to the Parish Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual can challenge the perpetrator and ask them to stop.



Astley Village Parish Council

EQUALITY AND DIVERSITY POLICY

INTRODUCTION

Astley Village Parish Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices, which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary, to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The Personnel Committee has responsibility for implementing and monitoring the Equality and Diversity in Employment Policy supported by the Parish Clerk and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Parish Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Parish Council.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.

EQUAL OPPORTUNITY POLICY STATEMENTS

AGE - We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment;
- training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

DISABILITY - We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information by ensuring availability of loop systems; Braille facilities; alternative formatting; and sign language interpretation.

RACE - We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racists incidents; and
- actively promote race equality in the Parish Council.

GENDER - We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION - We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

RELIGION OR BELIEF - We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and

- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

PREGNANCY OR MATERNITY - We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP - We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

EX-OFFENDERS We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

EQUAL PAY - We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.



Astley Village Parish Council

Cost Implications

Based on Point 23, (which is the point the Parish Clerk is currently on) an increase from £17.29 to £17.85 per hour (an increase of £0.56) equates to an increase of £226.80 per annum (£18.90 a month). £17.85 x 360 hours = £6,426 (£535.50 a month).

The backpay from 1 April 2025 to 31 October 2025 (seven months) is £117.60 (gross) and the annual Employer National Insurance contribution from April 2025 will be £213.90.

The Annual Budget for Employee Costs (Salary, Training etc.) for 2025/26 is £7,000 so the increase can be accommodated within the existing budget.

Review of Parish Clerk's Salary Scale

It was previously by the Committee that the single salary point (a 'spot salary') be reviewed by this Personnel Committee annually, including whether to revert to the salary rising annually, by automatic increase on the 1st of April each year (or such other date as may be agreed between NALC and SLCC) by incremental steps, to the scale maximum. Point 23 is the maximum for LC2 below substantive range.

Annual Appraisals

The Personnel Committee Terms of Reference state:

A sub-group of the Personnel Committee will undertake an annual appraisal for the Parish Clerk and the Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised.

Clerk Expense/ Reimbursement Policy

The Personnel Committee in November 2023 agreed the following, backdated to 1 May 2023:

- Mileage claims – NJC rate at 0.46.9p for vehicles with an engine size between 451 – 999cc and 0.52.2 for vehicles with an engine size above 1000cc.
- Working from home - in accordance HMRC rates - £26 per month (the maximum that can be paid to an employee working from home by their employer 'tax free').

It was noted in November 2023 that the other elements of the previous policy were now not relevant as postage and subscriptions were paid directly by the Parish Council.

Action required by the Personnel Committee

1. To review the Contract of Employment and Statement of Particulars for the Parish Clerk & Responsible Financial Officer attached to the report.
2. To note the Local Government Pay Award for 2025/26 from 1 April 2025 and determine that salary point within the range for the Parish Clerk & Responsible Financial Officer from 1 April 2026.

Local Government Services Pay Agreement 2025/26

SCP	01-Apr-24		01-Apr-25		Scale ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	
4	£24,404	£12.65	£25,185	£13.05	
5	£24,790	£12.85	£25,583	£13.26	
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	
9	£26,409	£13.69	£27,254	£14.13	
10	£26,835	£13.91	£27,694	£14.35	
11	£27,269	£14.13	£28,142	£14.59	LC1 (above substantive range)
12	£27,711	£14.36	£28,598	£14.82	
13	£28,163	£14.60	£29,064	£15.06	
14	£28,624	£14.84	£29,540	£15.31	
15	£29,093	£15.08	£30,024	£15.56	LC2 (below substantive range)
16	£29,572	£15.33	£30,518	£15.82	
17	£30,060	£15.58	£31,022	£16.08	
18	£30,559	£15.84	£31,537	£16.35	
19	£31,067	£16.10	£32,061	£16.62	

20	£31,586	£16.37	£32,597	£16.90	LC2 (substantive benchmark range)
21	£32,115	£16.65	£33,143	£17.18	
22	£32,654	£16.93	£33,699	£17.47	
23	£33,366	£17.29	£34,434	£17.85	
24	£34,314	£17.79	£35,412	£18.35	
25	£35,235	£18.26	£36,363	£18.85	
26	£36,124	£18.72	£37,280	£19.32	
27	£37,035	£19.20	£38,220	£19.81	
28	£37,938	£19.66	£39,152	£20.29	LC2 (above substantive benchmark range)
29	£38,626	£20.02	£39,862	£20.66	
30	£39,513	£20.48	£40,777	£21.14	
31	£40,476	£20.98	£41,771	£21.65	
32	£41,511	£21.52	£42,839	£22.20	
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	
35	£44,711	£23.17	£46,142	£23.92	
36	£45,718	£23.70	£47,181	£24.46	
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	
39	£48,710	£25.25	£50,269	£26.06	
40	£49,764	£25.79	£51,356	£26.62	
41	£50,788	£26.32	£52,413	£27.17	
42	£51,802	£26.85	£53,460	£27.71	

43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	
45	£55,367	£28.70	£57,139	£29.62	
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	
48	£59,300	£30.74	£61,198	£31.72	
49	£60,903	£31.57	£62,852	£32.58	
50	£62,377	£32.33	£64,373	£33.37	
51	£63,881	£33.11	£65,925	£34.17	
52	£65,943	£34.18	£68,053	£35.27	LC4 (substantive benchmark range)
53	£68,000	£35.25	£70,176	£36.37	
54	£70,065	£36.32	£72,307	£37.48	
55	£72,145	£37.39	£74,454	£38.59	
56	£74,198	£38.46	£76,572	£39.69	
57	£76,277	£39.54	£78,718	£40.80	
58	£78,315	£40.59	£80,821	£41.89	LC4 (above substantive benchmark range)
59	£80,247	£41.59	£82,815	£42.93	
60	£82,221	£42.62	£84,852	£43.98	
61	£84,243	£43.67	£86,939	£45.06	
62	£86,319	£44.74	£89,081	£46.17	

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).



Astley Village Parish Council

SICKNESS ABSENCE POLICY/PROCEDURE

Where absence due to sickness occurs:

- Contact the Parish Clerk (or in the case of the Parish Clerk, the Chair of the Parish Council) as soon as is reasonably possible, preferably.
- Give a reason for absence (for less than seven days you do not need to submit any medical evidence).
- Supply an indication of when you expect to return to work
- Keep in contact with the Parish Council and provide regular updates.

On your return to work:

- Advise the Parish Clerk/Chair of the Parish Council (as appropriate) of your return.
- Arrange a return-to-work discussion with the Parish Clerk/Chair of the Parish Council (as appropriate).

In the case of a period of absence of over **seven** days (including weekends and bank holidays):

- Submit a Fit Note from your GP or medical establishment (known as a sick or Doctor's note).
- Advise the Parish Clerk/Chair of the Parish Council (as appropriate) of your expected date of return.
- Discuss with your manager any return-to-work requirements or limitations. These are usually advised by your GP or medical establishment in the form of changes/adjustments to your role.
- The Parish Council reserves the right to require you to submit to a medical examination by a medical practitioner nominated by the Parish Council. Any cost associated with the examination will be met by the Parish Council.

If you are injured at work or in the course of employment you should follow these procedures for reporting absence and submitting Fit Notes, etc.

PAY DURING A SICKNESS ABSENCE

All employees who have been absent for more than four consecutive days (including weekends and bank holidays) are eligible to receive Statutory Sick Pay (SSP) - up to a limit of 28 weeks.

Dependent on the length of service there is an entitlement to Occupational Sick Pay as set out in the contract of employment.

Whilst on sickness absence you are not expected to undertake any paid work for another employer or for any business established by you without permission from the Parish Council.

FAILURE TO COMPLY WITH THE PROCEDURE/PERSISTENT ABSENCE

Failure to comply with the Procedure could result in the absence being regarded as unauthorised. Persistent absence from work may render an employee unsuitable for their position and may result in dismissal. In either case the matter will be dealt with under the Parish Council's Disciplinary Procedure.