

Hampshire Clerking Service Requirements 2019 - 2020

LA Clerks Shared Mailbox <LAClerks@hants.gov.uk>

Wed 09/01/2019, 13:34

To: LA Clerks Shared Mailbox <LAClerks@hants.gov.uk>

Dear Colleague,

Hampshire Clerking Service Requirements 2019 - 2020

We need to confirm that your board(s) is going to continue to use the LA Clerking Service next year and to verify the committee or additional hours which need to be included in the contract. This enables us to ensure that the charges going to schools, academies or centres are correct and that your pay is accurate for the coming financial year. An email has also been sent to your chair of governors and head teacher, to confirm the governing body's clerking arrangements for next year. Please can you ensure your chair has received the email and that the agreed clerking contractual hours are returned to us, by yourself, **copying in your chair of governors**, as soon as possible and **certainly by no later than Friday 15 February, 2019**.

Please make your board(s) aware that the charges have been increased for the coming year as shown below:

Hampshire Clerking Service charges 2019/20

- **£1770** for a standard contract for boards that are not subscribers to the Services' Advice, Support and Training (AST) package.
- **£1620** for a standard contract for boards that are subscribers to the AST package.

For committee /additional hours, the same rates apply regardless of whether or not your GB is a subscriber to our AST package and these are:

- **£20 per hour** for committee / additional hours agreed when the contract is set up; and,
- **£26 per hour** for additional hours purchased on ad hoc basis during the year.

The minimum Hampshire Clerking Service contract for next year will continue at 60 hours which is intended to cover full board meetings, administration, membership record keeping and your performance management.

Please complete the following return to confirm the requirement for your boards(s) for the year:

School name	Standard Admin Hours (included in our minimum buy-in)	Number of full GB meetings @ 9hrs	Number of committee meetings @ 5hrs	Number of Additional hours (if required)	Total contracted hours	Change in contracted from last year Yes / No	I confirm that these hours have been

							agreed by the board Yes / No
	6						
	6						
	6						
	6						

Please note:

- If your full board or committee meetings are allocated additional hours per meeting over and above those noted above (9 and 5 respectively) please make this clear in your return.
- The minimum buy-in for the clerking service is 60 hours = 54 hours (6x FGB meetings @ 9hrs) and 6 hours standard administration.
If your board holds less than 6 full board meetings per annum then any unallocated hours from the minimum buy-in of 60 hours can be offset against any committee hours to be purchased e.g. If your board holds 5 full board meetings per annum it will have 9 hours to offset against its required committee hours.

Thank you for your help with this matter and if you have any queries please contact us at the number below.

Kind regards

Bob West

Governor Services Co-ordinator

Clarendon House

Contact telephone number: 02380 814820

e-mail: bob.west@hants.gov.uk

website: www.hants.gov.uk/governors

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