

MILTON ABBOT GROUPED PARISH COUNCIL
(Parishes of Milton Abbot, Chillaton, Dunterton and Bradstone)

To all Members of the Personnel Committee of the Parish Council

You are hereby summoned to attend a Meeting of the Milton Abbot Grouped Parish Council Personnel Committee to be held at **7pm on Wednesday 5th October 2016 at Marystowe Church Hall** for the purpose of transacting the business set out below.

E James

Emma James, Clerk to the Council

Thursday 29th September 2016

A G E N D A

As it will be necessary to discuss matters where, by the sensitive or confidential nature of the information, such discussion would be prejudicial to the public interest, a motion will be put forward that the press and public be excluded from the remainder of this meeting.

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Confirmation of the Minutes meeting held on 18th May and 21st July 2016**
- 4. Clerk's Annual Appraisal**

The Clerk has been employed by the Parish Council since September 2015, and the first annual appraisal is required to be undertaken in accordance with the Clerk's Contract of Employment.

5. Review of Clerk's Salary

In accordance with the Contract of Employment the salary is due to be reviewed on the anniversary of appointment. The Clerk is currently paid in accordance with NJC scale point SCP 15 currently £8.61 p/hour, four hours per week, 208 hours p/annum.

In May 2016 a National Salary Award was announced, see Appendix A, with new pay scales for 2016/17, to be backdated to April 2016. This award increased scale point SCP 15 by 10p to £8.71 p/hour.

	Hourly Rate	Monthly Rate	Annual Salary	Increase p/a
SCP 15 - Current	£8.61	£149.24	£1790.98	n/a
SCP 15 - Increase	£8.71	£150.97	£1811.68	£20.70
SCP 16	£8.92	£154.61	£1855.36	£64.38

The **Committee is requested** to note the revised pay scale to approve the increase backdating to April 2016 and to consider increasing the Clerk's salary to the next pay point.