

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE OF MILTON ABBOT GROUPED PARISH COUNCIL HELD ON WEDNESDAY 5TH OCTOBER 2016, MARYSTOWE CHURCH HALL AT 7PM.

(also available at www.magpc.co.uk)

PRESENT: Cllr's P Hough (MA) (Chair) and A Westcott (C) Cllr H Asbridge (C)

A motion, which was **agreed**, was made to exclude press and members of the public due to the confidential employment issues to be discussed.

02:16/17 APOLOGIES

Cllr J Anderson (MA)

03:16/17 DECLARATIONS OF INTEREST

None

04:16/17 CONFIRMATION OF MINUTES

The minutes of the Personnel Committee meetings held on 21st July 2015 and 18th May 2016 were **agreed** as a true record and signed by the Chairman.

05:16/17 CLERK'S ANNUAL APPRAISAL

Cllr's discussed their thoughts about her performance with the Clerk and stated that they were pleased with the way in which she had taken on the range of duties, her self-motivation and initiative. There were no specific areas on which the Clerk was asked to focus.

The Clerk advised that due to unforeseen personal circumstances she had been unable to commence the CiLCA course as planned earlier this year. Cllrs asked that this be reviewed at the next appraisal.

06:16/17 REVIEW OF CLERK'S SALARY

The National Salary Award announced in May of this year which increased the Clerk's existing pay scale (SCP 15) from £8.61 to £8.71 p/hour, backdated to April, was noted.

In accordance with the Contract of Employment the salary scale was reviewed and it was **agreed** that it be increased from the current scale of SCP 15 to SCP 16 as of 1st October 2016 as set out in the below table.

	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

Signed:
Chairman

Date: