

Tuesday 4th August 2020 - ZOOM Meeting commenced at 8pm

Present: J Miller (Chair), M Clements (Vice-Chair), K Goudy, K Hall-Price (Clerk & RFO), K Baker joined the meeting at 20.10hrs

On Monday 15th June 2020 Jonathan Miller, Chairman of Parish Council & member of Employment Sub Committee, and Kerry Baker, Spokesperson for Employment Sub Committee completed the Clerks first ever Performance Review & Development Plan. (Cllr Baker apologised as was unable to reach Ken Goudy, the third member of this Sub Committee & Andy Perkowski had recently retired).

Points to recognise:

- During Karen's appraisal she was thanked for all the work she does to help and support our Parish Council, and her skills at guiding us which have been invaluable were acknowledged.
- Karen was complimented on the smooth running of her Clerks position during her twelve years in post, on her communication, approachable manner and how welcoming she is to new Councillors, particularly in helping settle them into their roles with her extensive knowledge of Parish Council protocol.
- Karen clearly understands the scope of her authority.
- Although proficient in her role, Karen was asked to actively investigate any training needs for her continued personal development in this position.
- The annual appraisal should come with a recommendation regarding the salary of the Clerk (which has clearly not been addressed for 12 years).
- The Employment Committee will aim to complete a mid-term review in November or December 2020, prior to the Finance Committees scheduled meeting, so further recommendations may be considered.

Points to consider

- It was previously suggested by the Finance Committee that a salary review be made, but only £500 was budgeted for and to date this has not been given.
- According to the most recent NALC briefing in our possession regarding pay scales. Karen is currently at Pay scale 23, which is where she started in 2008 at £10.49. Her current salary is on the same SCP at £11.67p/hr.
- According to the estimated figures taken from the declared salary costs on their annual finance reports, it would suggest the Bacton Clerk is on approx £12p/hr. (although her hours are capped at 10 hrs per week – 40hrs per month). This Clerk is still relatively new in her post and has considerably less experience than Karen. The Stowupland Clerk has been in post a considerable time and on taking the post refused to accept the position for less than £15 p/hr, her current pay is not known, but believed it is now higher, with her now closer to the top of her band at SCP 38. Like Karen the Stowupland Clerk gets paid for what she does which is usually in the region of between 60 and 70 hrs per month.
- Karen is accomplished in her position, with considerably more experience than when she originally joined us. Karen does her job to the best of her ability but her wage does not reflect her hard work, or that she has been appreciated. Her salary was set in 2008 and has only changed in line with SALC or NALC.

Recommendations

- Following Karen's appraisal the Employment Sub Committee would like to put forward that Karen receive a pay increase, and that it be backdated to the start of the financial year.
- Karen should be rewarded for the excellent job that she does. £500 available in the pot so far. Ringfenced reserves funds to be considered to address the shortfall.

It was proposed that Karen is increased to the new SCP 19 of £12.89 immediately and it be backdated to April 2020 and for this to be addressed again at the next budget review meeting. Incentive for her to hit the targets and then the salary review can be made to SCP at the next appraisal and budget review for the new financial year. All Cllrs feel that this is a good compromise. All Cllrs agreed to keep the Clerks hrs flexible. Redirect £700 from the contingency ringfenced funds. All Cllrs agreed to take this recommendation to the September meeting for ratification by full Council. Ongoing project to continue to increase the Clerks salary to bring the Clerks salary in line with where the council feel it should be.

Meeting Closed at 20.52hrs