

SWALLOWCLIFFE PARISH COUNCIL: **HR PANEL**

Appointed Membership: **Cllr Stephen Banas & Cllr Gerald Blundell**
Also Present: **Simon Pritchard**

Date of Meeting: **Wednesday 8th March 2017 @ 9pm**

- Minutes -

1. To agree payment of Clerk's remuneration for the period of September 2016 to March 2017.

It was agreed that Simon had carried out 30 weeks of work within this time and had also carried out quite a bit of overtime in the first 3 months.

Agreement was made as to how much of the overtime Simon would be paid for. **Total pay agreed = £875** (This is taxable, breakdown below)

- The Clerk to receive £700
- HMRC to be paid £175

It was also agreed to pay the Clerk a (non-taxable) working from home allowance of 50p per week. **Total payment = £15**

2. To carry out the Clerk's Appraisal.

The Clerk received his appraisal.

3. To resolve outcome of Clerk's six-month probationary period.

Both parties agreed this had been successful and the Clerk was confirmed as being permanently in post.

4. To review the SCP mark of the Clerk

The Clerk requested that, for clarity, his hourly pay rate was formally attributed to a SCP and that the Council honoured any recommended national pay rises. This was agreed.

5. To agree the Clerks training requirements and the Councils possible financial contribution towards the same.

The Panel agreed to offer **£50** towards the Clerk achieving the ILCA qualification, with the hope that the other Council Simon Clerks will match this. Simon agreed that if he left the Council within a year of taking the qualification that he would repay the Council.

6. A.O.B

None.

Signed _____ Date _____