

**Minutes of a meeting of the Personnel Committee of Wolverton and Greenleys Town Council, held on Wednesday 5<sup>th</sup> December 2018 at 6.00pm, at Town Hall, Creed Street, MK12 5LY**



**Councillors present:** Councillors Saunders (Chair), Dharas and Hussain

**Also present:** Sally McLellan- Town Clerk

**Absent:** None

|         |   |
|---------|---|
| PE18/18 | <b>Apologies for absence-</b><br>Cllr Forbes- alternative meeting<br>Cllr Mukadam- ill  |
| PE18/19 | <b>Declaration of Interest on any matter on the agenda</b><br>There were no declarations of interest.   |
| PE18/20 | <b>Public Question Time</b><br>There were no questions from members of the public.  |
| PE18/21 | <b>Minutes of the meeting on 17<sup>th</sup> October 2018</b><br>It was <b>RESOLVED</b> to approve the minutes of the Personnel Committee meeting held on 17 <sup>th</sup> October 2018 as a true and correct record.   |
| PE18/22 | <b>Salary scale review: Review the salary scales for officer roles and submit the proposed new scales to Full Council for approval</b><br>It was <b>RESOLVED</b> to make the following salary scale recommendations to Full Council:<br>Area Caretaker 23-25<br>Assistant Area Caretaker 18- 22<br>Assistant to the Clerk- 26-29<br>Community Officer- 23-25<br>Finance Officer- 26-29<br>Projects Officer-23-25<br>Town Clerk- 48-51. The Clerk is currently undertaking a Certificate in Higher Education, studying the Community Governance Course with De Monfort University. NALC and the SLCC recommend in Charles Arnold Baker, that 'a Clerk's pay should be raised by 2 points of the passing of Certificate of Higher Education Level 1. These increments should not only accelerate process through the scale; but increase the maximum and should (obviously) not be applied to a Clerk's disadvantage.' The Clerk is due to complete this course at the end of 2019. It was <b>RESOLVED</b> for the Clerk to receive a 2 point increment along with the usual 1 point increment on the 1 <sup>st</sup> April 2020, following the completion of the course. |

The Chair closed the meeting at 19.24

Signed. *H. Saunders*

Date.....*26<sup>th</sup> March 2019*