



# East Dean & Friston

## P a r i s h C o u n c i l

**Date:** 06 April 2017

**Title:** Report Item 9 – Clerk’s annual appraisal and salary review

**By:** Cllr Stewart Fuller

**Purpose of Report:** (a) To report to council on the annual appraisal of the clerk  
(b) To advise the council of the increment in national salary scales from 01 April 2017

**Recommendations:** (a) To note the annual review and appraisal of the clerk’s performance  
(b) To approve a new hourly rate of £12.564 for the clerk w.e.f. 01 April 2017

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### Appraisal

As part of the Clerk’s employment contract, and as recommended by the auditor, and as dictated by best practice, an appraisal is held with the Clerk by either the Chair or Vice-Chair of the PC on an annual basis. This year the appraisal was held by the Chair on 27 March 2017. This session covered:-

Performance, Responsibilities, Personal Development,  
Communications, Future Work

The Clerk was graded highly on all aspects.

### Salary

The Clerk is currently on spine point 27 of the national agreement and effective from April 2016 has received a salary based on hourly rate £12.440. This national rate is increasing to £12.564 effective from April 2017, as reported to the PC at the July PCM. The increase represents an uplift of 1%.

### Recommendation

The PC is asked to **NOTE** the annual appraisal has taken place and to **APPROVE** the increase in the hourly pay rate.