

Present: The Mayor, Councillor Mrs P Phillips
The Deputy Mayor, Councillor Mrs E Hodgkin
Councillor M Akehurst
Councillor S Gawrysiak (Vice-Chair)
Councillor W Hamilton
Councillor Miss L Hillier
Councillor D Nimmo-Smith
Councillor I Reissmann (Chair)
Councillor Mrs J Wood (substituting for Councillor Ms L Meachin)

In attendance: Mr M W Kennedy – Town Clerk

116. **APOLOGIES FOR ABSENCE**

A apology for absence was received from Councillor Ms L Meachin.

117. **DECLARATIONS OF INTEREST**

None.

Councillor Mrs J Wood entered the meeting at 7.02pm

118. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved by the Chairman and

RESOLVED that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which were about to be discussed were considered to be confidential.

119. **STAFF APPRAISALS & ANNUAL INCREMENTS 2012**

Members had before them a summary of all staff employed by Henley-on-Thames Town Council as at March 2012, their designation, completed years of service, their spinal column range and spinal column point as at April 2011. The Town Clerk updated the meeting with the results of the staff appraisals and confirmed that provision had been made in the 2012/13 budget for incremental increases from 1 April 2012. The Clerk confirmed that there would be no cost of living increase for the third successive year.

It was acknowledged that staff who had not yet reached the top of their scale were contractually entitled to an additional increment on completion of a satisfactory or better appraisal. The Committee also considered the Town Clerk's recommendations for the award of a additional merit increment to one member of staff, and charges to the spinal column ranges of four other members of staff. It was

RESOLVED TO RECOMMEND

- (i) that the report and summary of staff employed by the Council as at April 2012 be received, approved and adopted;
- (ii) that in recognition of completing a satisfactory appraisal those members of staff not yet on the top of their pay scale be advanced to the next appropriate spinal column point within their pay scale and paid the appropriate increase in salary from 1 April 2012;
- (iii) that the Town Sergeant is placed on the pay scale 21-25 and advanced to spinal column point 23 from 1 April 2012;
- (iv) that the Information Centre Manager's pay scale remains on spinal column point 29-32;
- (v) that the two part-time Information Assistants pay scales remain on spinal column point 18-21;
- (vi) that the Accounts Assistant's pay scale is extended by one additional spinal column point, 25-29 and that in addition to receiving an annual increment for completing a satisfactory appraisal, the postholder's salary be accelerated by one further incremental point from 27 to 28 within her new pay scale from 1 April 2012; and

RESOLVED that committee considers the Town Clerk's salary having regard to his annual appraisal by the Mayor and following consideration of the Accountant's report detailing the amendment in the Clerk's Contract of Employment.

The Town Clerk left the meeting at 7.30pm

120. **TOWN CLERK'S SALARY**

A discussion took place on the report prepared by the Accountant concerning the Town Clerk's salary. It was

RESOLVED TO RECOMMEND that the Town Clerk's salary scale be increased from 61-64 to 64-67 in order to recognise the Town Clerk's Diploma in Local Policy awarded by the University of Gloucester in 1995. The Town Clerk will therefore be placed on SPC 65 on 1 April 2012.

The meeting closed at 7.50pm.

Chairman

29.3.12