

Chair's report on Clerk's salary

The approved budget for 2025/26 makes provision for:

- The annual pay award for 2025/26 (not yet agreed); and
- Annual increment in accordance with the terms of the clerk's contract (Appendix A), which provides that:

"Subject to satisfactory performance, you will progress automatically through the range 6 in salary scale [21-27] [11-20] by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2019 and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so. "

The uplift cost of advancing one SCP point (from SCP18 to SCP19) from April '25 for the current financial year will be £270.40 (£0.26 per hour) before

- Employers National Insurance @ 15% (£40.56); and
- Employers Pension Contributions @ 3% (£8.11)

In accordance with the terms of her contract (15.5) the clerk has carried forward 20 hours unused leave into the new financial year.

The clerk currently has 26 hours accrued to Time Off In Lieu arising from excess hours worked over the previous financial year.

In spring '26 the clerk is planning a longer period of leave for which, in consultation with the chair, additional support has been arranged (free of charge, as a reciprocal agreement) with an experienced CILCA qualified clerk who has previously clerked for neighbouring parishes.

Recommendation:

The parish council note:

- **Note the proposed annual leave in spring '26; and**
- **Confirm the annual increment for 2025 - 2026.**