

COUNCIL

WEDNESDAY 11th DECEMBER 2019

TOWN CLERK'S PAY INCREASE AS A RESULT OF ACHIEVING CILCA QUALIFICATION

1. PURPOSE OF THE REPORT

- 1.1 To agree a pay increase for the Town Clerk following the award of the CiLCA qualification.

2. BACKGROUND

- 2.1 As part of the contract of employment, the Town Clerk was required to undertake the CiLCA (Certificate in Local Council Administration) qualification.

- 2.2 The contract of employment also includes the following clause

9.1 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration

- 2.3 The Town Clerk's salary range is 34-38 and the current Town Clerk is employed on salary point 38.

3. PROPOSAL

- 3.1 As the Town Clerk is currently at the top of the salary range, advice was taken from One Voice Wales. It was advised that the salary band does not change and in this circumstance for the achievement of the CiLCA qualification, the Town Clerk's salary is paid at the salary point 39 and backed dated to the date of achieving the qualification.

4. RECOMMENDATIONS

- 4.1 To agree to increase the salary to salary point 39 and for this to back dated to 21st November 2019.