



Upwood and the Raveleys Parish Council

Appraisal of Mrs. Carol Bilverstone, Parish Clerk and Responsible Financial Officer, September 2016

This is Carol's second annual appraisal and there is little doubt from all who have worked with her that she continues to perform her duties in an exemplary fashion. Her achievements over the last twelve months are as follows:-

- Completion of all "current" projects listed in 2015 + the three year action plan and accompanying budget set as a "future" project.
- Preparation of a successful bid to Ramsey Windfarm resulting in receipt of £3000 and the coordination of several projects with other local stakeholders to improve communications across the parish.
- Completion of all requirements, application and achievement of the Quality Award of the Local Council Award Scheme.
- The clerk now has access to the parish website. All documentation required by the new Transparency Act and much more is now accessible to all.
- Numerous new policies and procedures have been adopted. All promote sound governance, transparency and good practice.
- The set-up of a new pension scheme and compliance with the new pension regulations.
- Successful liaison between members of the public; local landowners; and the highways department regarding the fencing of a public right of way.
- Implementation of a new tenancy agreement for two of the three parcels of land let for commercial use.
- Coordination of a new anti-dog fouling initiative.
- Opening of a new deposit (interest-earning) account and management of monthly transfers to optimise the council's interest earning capacity.
- Research resulting in the adoption of a new, more comprehensive insurance policy at almost half the cost.
- Introduction of the delivery of three local news publications to Great and Little Raveley.
- Attendance at several CPD events.
- A recent glimmer of hope that BPHA will take responsibility for maintenance of the perimeter of Farm Close.
- Continuing good relationships with councillors; parishioners and numerous organisations!

And her future aspirations:-

- To work towards Quality Gold Status.
- To aspire to better time management; and/or a decreased work load (average hours over the last four months = 55.5hrs. 76 hours were worked in April (huge problems with the set-up of the new pension scheme combined with numerous end of year processes). Carol is contracted to work 42 hours a month which calculates as 38.5 hours a month when holiday entitlement is included (but never taken).

Carol continues to hone her financial management skills, governance and administration of the parish which have resulted this year in the Quality Award of the Local Council Award Scheme. This is a prestigious award and Upwood and the Raveleys is the only Parish Council in Cambridgeshire to have achieved it. The award will be presented by the CEO of CAPALC, Mr. Ian Dewar, at our meeting in November.

I hope Councillors will agree to increase Carol's salary from spine point 37 to spine point 38 (an increase of 49p (2.93%) per hour at current rates and a further 17.2 pence (1%) from 1st April 2017). Councillors may consider the sum derisory but it is the maximum we can award Carol on the present scale. Anything further would require re-evaluation of the post and changes to her responsibilities. It is not right that Carol has worked these excessive hours unpaid. I urge councillors to find ways of helping with the management of the Parish and shoulder some of the work load Carol has borne herself on our behalf.

Councillor Garth Slater, Vice Chairman, Upwood and the Raveleys Parish Council.

27th September 2016