



SHERE PARISH COUNCIL

*Serving the villages of Gomshall,
Holmbury St. Mary, Peaslake, Shere
and a large part of Abinger Hammer*

HUMAN RESOURCES COMMITTEE 8PM WEDNESDAY 24TH JUNE 2020

M I N U T E S

Present – Councillors R Davey, C Carlisle, G Reffo and B Harrap. Clerk/RFO S Hoyland

Election of Chairman - R Davey Elected (proposed by C Carlisle, Seconded by G Reffo)

To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)
– **None**

Declaration of Disclosable Pecuniary Interests (DPIs) Declarations by Councillors on any of the agenda items below in accordance with The Localism Act 2011, ss.27-34 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464) – **None**

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – No members of the public were present

Performance Management Scheme (SSALC) – to consider recommending to Council adoption of the combined existing policies - **Agreed and Recommended to Council**

Pay Policy – to review 2019 Salary Policy – **Reviewed and Recommended to Council**

Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – to consider excluding the public and press for the following items – **No members of the public were present**

Staff appraisals (NALC Annual Staff Appraisal Form) – **Received, Reviewed and Noted. Councillor C Carlisle thought that they were well formatted and produced.**

Work from Home – to review the working from home and to consider incorporating some aspect of working from home in the future for parish staff – It was **Noted** that the emergency work from home due to the coronavirus pandemic has worked very well and with no difference in effectiveness. It was recognised that it was likely and acceptable that there would be a mix of office work and work from home in the future, after the pandemic was over. **Agreed** – Clerk to draft a Home Working Policy for consideration by full council and the scheduling of work from home, would be handled by Clerk.

Agreed – a review of equipment needed for ongoing work from home – **Recommended to Council** a mobile and laptop for each member of staff

Agreed – a review of the system to allow transfer of the main parish council phone line easily to any mobile when required

Assistant to the Clerk:

- **Noted** end of probationary period

Reviewed salary [REDACTED]

[Redacted]

Drop-In Coordinator and Parish Assistant:

[Redacted] Reviewed salary, [Redacted]

Parish Clerk/RFO:

- **Noted** progress the one-year CiLCA Programme

[Redacted] Reviewed salary, [Redacted]

Date of next meeting: December 2020 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF