



## SHERE PARISH COUNCIL

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

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### **HUMAN RESOURCES COMMITTEE** **8PM WEDNESDAY 26<sup>TH</sup> JUNE 2019** At Tanyard Hall, 30 Station Road Gomshall

### **MINUTES**

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

**Election of Chairman - R Davey Elected (proposed by C Carlisle, Seconded by B Andrews)**

**To accept apologies** and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 – Councillor G Reffo

**Declaration of Disclosable Pecuniary Interests (DPIs)** Declarations by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464) - **None**

**Short adjournment for the public to address the Council regarding any matter on the agenda – No members of the public were present**

**Performance Management Scheme (SSALC) (Appendix 1)– Recommended to Council adoption of the SSALC Scheme and set appraisal and pay review to June annually.**

**Agreed** to review appraisal document from last year and the NALC appraisal form from this year. Apologies were given to Councillor G Reffo for using the NALC form in error when Councillor Reffo had produced one last year.

**Pay Policy** – to review 2016 Salary Policy and consider recommending to Council adoption of SSALC Pay Policy – **Recommended to Council the Pay Policy with the following amendments** (Appendix 2):

- 3.2 to be replaced with 'All staff members pay will be determined by SPC assessment, which will take note of the Joint Council for Local Government Services (NJC) published pay scales'
- Replace 4.2 with the following:  
'To increase the consolidated annual salary at July 1<sup>st</sup> of each year by the annual percentage increase in the CPI as determined by reference to the CPI as at the end of June of the current year, that increase to be consolidated for determination of the Council's pension contribution.'

Plus 'a non-consolidated payment of up to 3% of the new consolidated annual salary – the actual proportion of this 3% to be paid being determined by the Human Resources Committee's recommendation, such recommendation to be based upon any exceptional demands and circumstances dealt with in the preceding year that should be recognised, and the level of performance in the preceding year relative to normal expectations of an experienced clerk and achievement against specific performance targets or indicators established by Council or agreed as part of the Clerk's Annual Appraisal. This element of pay to be non-pensionable and not consolidated.'

- 4.3 – amend to read 'Increments will be payable on the 1<sup>st</sup> July'

**Staff pensions** – to note statutory minimum contributions, published by The Pension Regulator and to consider any increase – **Recommended to Council an increase in Employer Contribution of 1% to a total Employer Contribution of 6%, effective from 1<sup>st</sup> July 2019**

**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 to exclude**

**Staff appraisals (NALC Annual Staff Appraisal Form)** – Assistant to the Clerk appraisal **Noted**. It was **Noted** that the Clerk's Appraisal is to be carried out the following week.

**Assistant to the Clerk:**

- **Noted** end of probationary period.
- **Reviewed** salary, in accordance with contract and with reference to reviewed Pay Policy and the National Joint Council for Local Government Services (NJC) 2019-2020 pay scales.

**Parish Clerk/RFO:**

- **Noted** the commencement of the one-year CiLCA Programme and associated learning agreement.
- **Recommended to Council payment of up to 4 hours overtime per week, to complete the CiLCA programme.**  
**Clerk left the meeting**
- **Reviewed** salary, in accordance with contract and with reference to reviewed Pay Policy and the National Joint Council for Local Government Services (NJC) 2019-2020 pay scales.