

Shere Parish Council



**HUMAN RESOURCES COMMITTEE - MINUTES**

**22<sup>nd</sup> June 2022 - Tanyard Hall 30 Station Road, Gomshall GU5 9LF**

(held via zoom due to covid risk, all agreements were recommendations to council July 2022)

**Present: Councillors B Andrews, R Davey, G Reffo, C Carlisle and B Harrap**  
**Clerk & RFO: S Hoyland**

- 22/HR/1 Election of Chairman** – Councillors B Andrews and G Reffo Proposed and Seconded – **Councillor R Davey elected**
- 22/HR/2 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)** – None
- 22/HR/3 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**
- 22/HR/4 SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL**
- 22/HR/5 [Pay Policy](#)** – Reviewed and Recommended to Full Council re-adoption
- 22/HR/6 [Home Working policy](#)** – Reviewed and Recommended to Full Council re-adoption and that the policy would now be applied to all staff
- 22/HR/6 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 present**
- 22/HR/7 Staff appraisals (NALC Annual Staff Appraisal Form)** – Received (and comment if appropriate).

[REDACTED]

[REDACTED]

[REDACTED]

- 22/HR/8 Drop-In Coordinator and Administrative Assistant** – to consider making the position permanent – **Agreed to Recommend to Full Council to ratify J Duffy as a permanent member of staff.**
- 22/HR/9 Salary Reviews** – Reviewed all salaries and **Recommended to Full Council** the attached levels (Confidential Appendix 1), in accordance with:
  - contract
  - reviewed Pay Policy and noting [CPI level](#)

- [National Joint Council for Local Government Services \(NJC\) pay scales](#) (April 2021-March 2022 current year not yet agreed) ([NALC press release](#))

**22/HR/10**      **Non-consolidated payments for employees** – Considered potential payments based on experience and performance, as per pay policy and **Recommended to Full Council** the attached payments (Confidential Appendix 1)

Clerk S Hoyland left the meeting at 8.15pm after the discussion regarding the Assistant Clerk and Drop-in Coordinator.

**22/HR/11**      **Date of next meeting:** June 2023 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF