

Shere Parish Council



HUMAN RESOURCES COMMITTEE

23rd January 2023 - Tanyard Hall 30 Station Road, Gomshall GU5 9LF

MINUTES

Present: Councillor C Carlisle (Acting Chairman), B Andrews, B Harrap and G Reffo. Clerk & RFO S Hoyland, Drop-in Coordinator J Duffy

22/HR/12 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillor R Davey

22/HR/13 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/14 Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – No members of the public or press present

22/HR/15 To review the working hours of the Drop-in Centre Coordinator.

[REDACTED]

The Drop-in Coordinator reported that the hours released from the administration side were now not needed as the council was not going forward with the full food bank idea and that he could reduce his hours by two per week and still run a village larder. **Agreed and Recommended to Full Council** Drop-in Coordinator hours reduced to thirteen hours per week.

22/HR/16 To consider and make recommendation to full council regarding paid employment for an assistant at the Drop-in Centre

It was **Agreed** that the decrease in salary from the reduced hours of the Drop-in Coordinator (taking into account the reduction in employers NI and pension contributions) could be used to pay for four hours employment for an assistant at the Drop-in sessions. It was **Noted** that volunteers were repeatedly asked for and no one regular came forward, other than [REDACTED]. The committee **Agreed and Recommended to Full Council** to employ [REDACTED]. It was **Noted** that no Employers NI or pension contributions were applicable.

22/HR/17 To consider paying mileage allowance for volunteer drivers if requested – **Not Agreed** unless there were exceptional circumstances, which would be considered by the Human Resources Committee and a decision Recommended to Full Council

22/HR/18 Clerk and Drop-in Centre Coordinator to left the meeting

Remaining Minutes taken by Councillor C Carlisle (Acting Chairman)

22/HR/19 **Pay Policy** – to review the pay policy and make recommendation to full council, in the absence of the Clerk (as agreed at Finance Committee Meeting October 2022), to consider the mechanism for the pay

reviews and to include a review of Pension Contributions and inclusion into the policy – Councillors **Reviewed** the policy and **Agreed** to revisit it at the June meeting. Councillors were generally happy with the basic assumptions of the Policy where the pay review was in two main parts, May/June CPI and the 3% available for a “discretionary” bonus. There was also an allowance for job progression if the Committee considers appropriate, following the review of appraisals.

It was **Agreed** that If the June 2023 CPI figure is at a higher level than currently, the Council reserves the right to review again at the June meeting.

It was **Agreed** to research the level of employer’s pension contributions applied by various organisations and Councillor G Reffo offered to do this.

22/HR/20

Date of next meeting: June 2023 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF