



**Minutes of the meeting of the Personnel Committee of the Wonersh Parish Council held on Thursday 1 December 2022 at 10.30am, at the Wonersh Sports Pavilion.**

**Present:** Cllrs Mike Band, Chris Howard (Chair) and Stephen Lavender.

**HR22/23 01 To elect a Chair.**

The Committee resolved to elect Cllr Chris Howard as Chair of the Personnel Committee.

**HR22/23 02 To consider and approve apologies for absence.**

The Council received and approved apologies for absence from Cllr Max Gibbs,

**HR22/23 03 Wonersh Parish Code of Conduct – Declarations of disclosable interests.**

The Clerk declared a pecuniary interest in items HR22/23 08-11. The Committee noted this and requested that the Clerk be present for the discussion within this meeting, then Cllr Howard as Chair of the Personnel Committee and Cllr Band, as Chair of Risk and Audit Committee would discuss the financial implications, making recommendations to Council at the January Council meeting for the Council decision on these. This would occur prior to approving the final budget and precept, as decisions may have an impact upon final values, as previously advised by Officers. The Clerk agreed to partake in this meeting..

**HR22/23 04 To receive progress reports about matters previously considered and approved by the Committee and Council.**

The Clerk noted that Council requested that processes relating to over time approvals for officers be considered by the personnel committee. The Clerk requested that this also be considered by Committee Chairs with recommendations being made for Council decisions early in 2023.

**Action: Cllrs Band and Howard to consider further and make recommendations to Council.**

**HR22/23 05 To consider the Council's commitment to the Civility and Respect pledge and approve next steps.**

The Committee commended the attention given to these matters by NALC and SLCC and noted that even prior to signing up to the pledge it was something that Wonersh Parish Council was committed to as a way to maintain officers and members. The Personnel Committee agreed to review their current position and action plan in response the Civility and Respect priorities, noting in particular any budgetary requirements for training.

**Action: Personnel Committee to review the Council's position on this and to action plan in response.**

**Council to consider the training budget with respect to the Civility and Respect pledge.**

**HR22/23 06 To review the updated Wonersh Parish Council Human Resources Handbook and approve next steps.**

The Council welcomed the updated draft of the Human Resources Handbook from Cllr Howard. Cllr Band noted that whilst the emphasis here was on officers employed by the Council, reference should be made to procedure affecting Councillors and the Council with

respect the complaints, in particular the role of monitoring officer at Waverley Borough Council. This could be by making reference to the Code of Conduct, or Complaints Procedures on the Council website.

Cllr Lavender noted that updates, making reference to the application forms used and also to the process followed when obtaining references would be beneficial in those circumstances. It was agreed that the Person Specification and Job Description of each role could assist in this.

The Clerk noted that there had been some recent updates Civility and Respect updates from SLCC NALC and agreement that this will provide a reference point.

**Action: Clerk and Councillors to review holistically with reference to the above and to present a version for approval to Council in Spring 2023.**

**HR22/23 07 To receive the Assistant to the Clerk's Appraisal and approve next steps.**

The Committee received and approved the Assistant to the Clerk's appraisal, including the objectives and required support.

**HR22/23 08 To receive the Clerk's Appraisal and approve next steps.**

The Committee received and approved the Clerk's Appraisal and noted efforts to reduce the number of objectives to a manageable level. It was recognised that this remained ambitious and that many of these would continue beyond the next 12 months. Resources to support this are considered in HR22/23 09 and will form a recommendation to Council at the January Meeting.

**HR22/23 09 To consider the Clerk's request for Council support with the completion of Certificate in Local Council Administration (CiLCA) and approve next steps.**

The Committee received and welcomed the request for support from the Clerk to complete CiLCA on the following basis. Hours to be included as part of the Clerk's duties and responsibilities to Council: 140 hours within existing working hours; and additional hours for report writing and research: 60 hours. Council to fund training with SALC and course registration with SLCC totalling, £775, with the Clerk returning a reducing proportion of these if leaving Womersley Parish Council within 12, 24 and 36 months of course completion.

The Clerk's pecuniary interest was noted and it was agreed that the Chairs of Personnel and Risk and Audit would discuss this further and make recommendations to Council at the January meeting.

**Action: Cllrs Band and Howard to consider further and make recommendations to Council.**

**HR22/23 10 To update the officers' contracts to reflect the NALC model contract, with consideration for annual increments and confirm the initial SCP.**

The Clerk noted that at present a clause from the NALC model contract was missing from the Clerk's and the Assistant to the Clerk's contracts. The two options offered by NALC are:

*"9.2 You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.*

OR

*9.2 Subject to satisfactory performance, you will progress automatically through the range [ ] in salary scale [ ] by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April [ ] (year) and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.”*

The Clerk noted a personal preference for the latter but appreciated it was a Council decision.

It was noted that according to the NALC guidance the Assistant to the Clerk was currently below the substantive range for a Council of this scale, at SCP 22, and the Clerk was just within the substantive range at SCP 24, following a review in 2021. At present, the applicable ranges are: LC2 below substantive 18 – 23; LC2 substantive range 24 – 28; and LC2 above substantive 29 – 32. The Clerk requested that the Council confirm the SCP for the 2023/24 financial year for each officer.

The Clerk’s pecuniary interest was noted and it was agreed that the Chairs of Personnel and Risk and Audit would discuss this further and make recommendations to Council at the January meeting.

**Action: Cllrs Band and Howard to consider further and make recommendations to Council.**

**HR22/23 11 To note the requirement to return the Clerk to a pension scheme and consider opting for the Local Government Pension Scheme rather than Nest.**

The Clerk noted that the law required a Council put certain staff who have left your pension scheme back into it every three years. This is called re-enrolment.

**Action: Clerk on behalf of the Council to re-enrol the Clerk into the pension scheme, according the necessary timescales.**

**Council to write formally to the Clerk to advise them of this re-enrolment.**

The Clerk requested that the Council consider putting the Clerk into the Local Government Pension Scheme, using the conditions adopted by Waverley Borough Council rather than Nest, the previous provider.

The financial implications of this were noted as having implications on the budget and precept and as with earlier agenda items the pecuniary interests of the Clerk was noted.

it was agreed that the Chairs of Personnel and Risk and Audit would discuss this further and make recommendations to Council at the January meeting.

**Action: Cllrs Band and Howard to consider further and make recommendations to Council.**

**HR21/22 12 Members’ business and other correspondence for noting or including on a future agenda.**

The matters above would be taken as recommendations to Council in the first instance. This would be timed for the January meeting for items with an impact on the precept.

**HR21/22 13 To consider and approve the date of the next meeting of the Committee.**

The Committee noted that they would convene as required, the latest opportunity being following the Clerk and Assistant to the Clerk's next appraisal.

**HR21/22 14 To consider and approve that the official record of this meeting be presented at the meeting of the Council on 12 January 2023 for approval.**

The Committee resolved to approve this.

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