

Wonersh Parish Council

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Minutes of the meeting of the Personnel Committee of the Wonersh Parish Council held on Thursday 8 June 2023 at 10.30am, at the Wonersh Sports Pavilion.

Present: Cllrs Mike Band, Max Gibbs and Chris Howard (Chair).

In attendance: Lisa Davison.

HR23/24 01 To elect a Chair.

The Committee elected Cllr Chris Howard as Chair of the Personnel Committee Meeting (proposed by Cllr Band).

HR23/24 02 To consider and approve apologies for absence.

The Committee considered and approved apologies for absence from Cllr Stephen Lavender

HR23/24 03 Wonersh Parish Code of Conduct – Declarations of disclosable interests.

The Clerk expressed a pecuniary interest in HR23/24 09 pensions.

HR23/24 04 Open meeting for members of the public to raise matters about planning issues.

There were no members of the public present.

HR23/24 05 To receive progress reports about matters previously considered and approved by the Committee and Council.

The Clerk noted that all staff Contracts had been updated and approved by the Council in a manner which introduces an annual increment bounded by the Salary Points for a Council of the size of Wonersh Parish Council.

The Clerk noted that they had started CILCA and thanked the Council for the support with this. She drew Councillor's attention learning agreement which they will bring to Council July

Cllr Howard raised the matter of approving overtime for the Clerk and the Assistant to the Clerk. The discussion between Councillors noted that priorities and payments should at least to some extent be considered separately. It was noted that any resources in relation to work in addition to the normal course of Council business should ideally be considered at the point at which Council agree to progress this. It was noted that this may relate to hours worked by members of staff or could relate to other required resources. How this additional resource should be considered in the budget was discussed and it was recommended that it would be best drawn from either unallocated reserves or budget categories such as parish projects, dependent upon the nature of the project. It was agreed that all overtime, and associated costs to Council should be approved by Council at the earliest opportunity with the Chair signing off on the Clerk's overtime and the Clerk signing off on the Assistant to the Clerk. It was noted that the Assistant to the Clerk would be well-placed to project manage additional works, with the transfer to an accounting package being the next project for their attention.

The Council business plan was important with respect to identifying what was achievable as part of normal council business and what was extraneous, requiring additional resources. There was recognition that at times it might not be possible to identify projects in advance but attempts to do so was encouraged.

Action: Clerk and Cllr Howard to create an addendum to the HR Handbook summarising processes in relation to overtime.

Council to return to the business plan.

HR23/24 06 To review the Council's position in respect to the Civility and Respect pledge and to action plan in response, including a review of training needs.

The Committee noted their commitment to the pledge and welcomed the resources developed in respect to this. Cllr Howard noted a key strand being whole Council training and suggested that this would be well-timed for Autumn 2023 once all council vacancies were filled.

Action: Clerk to research and include a budget for whole Council training on the July Council Meeting agenda.

HR23/24 07 To review the updated Womersley Parish Council Human Resources Handbook and approve next steps.

The Committee approved this subject to small updates and this will be presented to the July Council meeting for approval and included on the policies for review.

Cllr Band requested that the Clerk ensure that the version number and date be included in the footer of the document.

Action: Clerk to make small updates including to the headers and footers.

Clerk to include on July Agenda.

Clerk to include on list of policies for review.

HR23/24 08 To consider personnel-related policies and approve next steps.

The Clerk noted that as well as the above she was advancing policies for completion of the CILCA and these would be presented to the Committee and Council for approval in due course.

Action: Clerk to provide list of HR-related policies for Risk and Audit to note

Clerk to progress policies as part of her CILCA submission.

Personnel Committee to support this as required.

Council to consider policies for approval at the earliest opportunity.

HR23/24 09 To note the auto-enrolment of the Clerk onto the NEST pension scheme and agree the Council contribution.

The Clerk noted that they had been auto-enrolled on the NEST pension scheme at 5% employee rate and the minimum 3% employer rate of contribution. She noted that based on advice received by the pensions regulator that there was a small discrepancy between when the reported autoenrolment took place and the re-enrolment with NEST. The Clerk would seek to rectify this, which might mean a small additional charge for the Clerk and Council.

Action: Clerk to regularise the re-enrolment date between NEST pensions and the pension regulator.

The Clerk also requested that given that the Council rejected the LGPS as an option for officers at a contribution rate of 18.4% that they consider a higher contribution to the NEST pension. Other Clerks have reported 8-10% when their Council made similar decisions. The Council took further discussion of this at the end of the meeting and the agreed action was that Councillors and the Clerk would explore the level of Council contribution to Clerk pensions.

Action: Clerk and Councillors to independently explore the contributions Councils make to staff pensions.

HR23/24 10 To consider and schedule the timings of the 2023 staff appraisals and approve next steps.

It was agreed that the appraisal process would commence earlier to effectively input into the budget-setting process in the Autumn. Cllr Howard requested that paperwork be completed and received by appraiser in July, followed by appraisals in September.

Action: Clerk and Assistant to the Clerk to complete and circulate appraisal paperwork by the end of July, scheduling appraisals for early September.

Next Personnel Committee to take place on 28 September 2023 9.30am.

HR21/22 11 Members' business and other correspondence for noting or including on a future agenda.

As highlighted above, appraisals, HR-related policies and training are the focus of the next Personnel Committee Meeting.

HR21/22 12 To consider and approve the date of the next meeting of the Committee.

The 28 September 2023 9.30am was confirmed as the date of the next Personnel Committee Meeting.

HR21/22 13 To consider and approve that the official record of this meeting be presented at the meeting of the Council on 12 July 2023 for approval.

The Personnel Committee confirmed this.