

Minutes of the HR Committee Meeting held at the Jubilee Room on Friday 23rd June 2023 at 10:07am

Present:

Cllr K Elvin, Cllr Glover (Chairman), Cllr M Pierce, and Ms. Esther Cope (Clerk).

HR 001/2023 To note apologies for absence

Apologies were received from Cllr Graham.

HR 002/2023 Election of the HR Committee Chairman for the forthcoming year

The committee noted their thanks to Nicola Marsh for her work as HR Chairman and Bray Parish Councillor.

Cllr Elvin asked for nominations for Chairman. Cllr Pierce nominated Cllr Glover as Chairman, there were no further nominations. Cllr Glover agreed to be nominated, the nomination was seconded by Cllr Elvin.

HR 003/2023 Councillors to confirm meeting times for the forthcoming year

Councillors considered and approved meetings to be held at 4:00pm, with the option to join via Teams if unable to attend in person.

HR 004/2023 Approval of the minutes of the meeting held on 15th December 2022

The minutes of the meeting held on the 15th December 2022 were approved as a true and accurate record.

HR 005/2023 Annual appraisal, Clerk

The annual appraisal of the Clerk is to be completed by the Council Chairman, Cllr Elvin on Tuesday 27th June. The committee approved for the appraisal to be subsequently checked by another member of the HR Committee.

HR 006/2023 Annual appraisal, Deputy Clerk

The annual appraisal of the Deputy Clerk is to be completed by HR Committee Chairman, Cllr Glover on Friday 30th June.

HR 007/2023 Annual appraisal, Clerks' Assistant

The annual appraisal of the Clerks' Assistant was completed by Cllr Glover on Friday 23rd June. Cllr Glover noted that Dawn would be available to complete additional hours as required.

HR 008/2023 Local Government Pay Claim 2023/24

The Clerk advised that NALC report ongoing pay talks between UNISON and local government employers, with no outcome expected until at least August/September 2023. UNISON is campaigning for a Local Government pay rise of inflation plus 2% based on the Treasury's annual forecast RPI for 2023, which would amount to 12.7%. Local government employers have responded with an offer of a flat rate of £1,925 (with less for part-time workers). A mirror of the approved 2022-23 National Salary Award.

008.001 Review of 2023/24 Salary Budget

Salary budget reports were circulated to the committee prior to the meeting.

HR 009/2023 Salary review, Clerk

Cllr Glover advised that the Clerk's salary is reviewed annually in line with the contract of employment. Subject to satisfactory review the Clerk will progress automatically through the salary scale LC2 (29-32) by annual increments unless following an annual appraisal, it is considered appropriate to award an additional increment for exemplary performance if it chooses to do so.

The committee approved to propose to Main Council that subject to a satisfactory appraisal, that any pay increase be backdated to 1st April 2023.

[HR 010/2023 Salary review, Deputy Clerk](#)

The committee considered and approved to propose to Main Council a minimum gross salary increase of 8% to the Deputy Clerk, to be backdated to the 1st July 2023. Any request for approval to be deferred until such a time as UNISON agree a 2023-24 National Salary Award.

[HR 011/2023 Salary review, Clerks' Assistant](#)

The committee considered and approved to propose to Main Council a minimum gross salary increase of 8% to the Clerks' Assistant, to be backdated to the 1st July 2023. Any request for approval to be deferred until such a time as UNISON agree a 2023-24 National Salary Award.

[HR 012/2023 Review of Employment Policies](#)

[012.001 Anti-Harassment and Bullying Policy](#)

[012.002 Staff Appraisal Policy](#)

[012.003 Disciplinary and Grievance Procedures](#)

[012.004 Equality and Diversity Policy](#)

[012.005 Lone Working Policy](#)

Clr Elvin proposed that the Clerk update the policies as required with the new logo and letterhead.

Seconded: Clr Pierce Vote: All

The committee approved to propose adoption of the policies at the next meeting of Main Council on Monday 3rd July 2023.

[HR 013/2023 Employer Training](#)

The Clerk advised opportunities for training, which would be shared with all councillors at the next meeting of Main Council.

Clr Elvin noted that BALC and HALC often hold training within the local area. Action: Clerk to source and share information at the next meeting of Main Council.

[HR 014/2023 Employee Training](#)

Councillors approved the Clerks' Assistant request for the opportunity to complete an Institute of Cemetery and Crematorium Management (ICCM) course. The 2-day online course is scheduled for the 21st and 22nd November 2023. Action: Clerk to book.

[Date of next meeting 27th November 2023 at 10:00am](#)

There being no further business the meeting closed at 10:45am.