



Minutes of the HR Committee Meeting held at the Jubilee Room on Friday 15th December 2023 at 3:05pm

Present:

Cllr J Glover (Chairman), Cllr C Graham, Cllr M Pierce, and Ms. E Cope (Clerk)

HR 015/2023 To note apologies for absence

Apologies were received from Cllr Elvin.

Due to Cllr Wilson's continued non-attendance, the HR Committee approved to ask Cllr Wilson to step down and to seek to recruit another member.

HR 016/2023 Approval of the minutes of the meeting held on 23rd June 2023

The minutes of the meeting held on 23rd June 2023 were approved as a true and accurate record.

HR 017/2023 Annual appraisal, Clerk

The Clerk noted that Cllr Elvin completed the Clerks' appraisal but is yet to approve the notes.

Action: Clerk to chase up. Appraisal deferred to February 2024.

HR 018/2023 Annual appraisal, Deputy Clerk

Deferred to February 2024 due to the Deputy Clerk starting another part-time job.

The request from the Deputy Clerk for a minimum financial contribution of 50% towards CiLCA training and qualification was refused as the Committee consider the Deputy Clerk's role to be part-time and so unlikely to require such a level of knowledge at this stage.

HR 019/2023 Annual appraisal, Clerks' Assistant

Deferred to February 2024 as planned Cemetery Management training has been delayed until the end of December.

HR 020/2023 Review of the 2023/24 Salary Budget

It was approved to use brought forward monies to cover proposed increases to salaries and associated oncosts.

HR 021/2023 Salary review, Clerk

After reviewing the recent Local Government Pay Award 2023-24, it was approved to propose to Main Council a further increase of 5.63%, to be backdated to 1st April 2023.

It was noted that the Clerks' contract would require review at the next meeting.

HR 022/2023 Salary review, Deputy Clerk

After reviewing the recent Local Government Pay Award 2023-24, the approved to propose to Main Council a further increase of 1.34%, to be backdated to 1st July 2023.

HR 023/2023 Salary review, Clerks' Assistant

After reviewing the recent Local Government Pay Award 2023-24, the approved to propose to Main Council a further increase of 0.42%, to be backdated to 1st July 2023.

[HR 024/2023 Review of Health and Safety at Work](#)

Councillors considered and approved the current sickness Policy, noting no changes.

Proposed: Cllr Graham Seconded: Cllr Glover Vote: All

Action: Clerk to include in the agenda for Main Council, Monday 15th January 2024.

[HR 025/2023 Pension Update](#)

[025.001 Clerk's request to transfer private pension](#)

The Clerk advised that there would be no cost to the Council incur to transfer her private pension.

The Committee approved the request.

Proposed: Cllr Graham Seconded: Cllr Glover Vote: All

[HR 026/2023 Employer Training](#)

The Clerk noted that uptake for Councillor training had been poor, with only 1 Councillor attending training during 2023.

The HR Committee propose that all Councillors complete a minimum of 1 training course per 12-month period.

Action: Clerk to share training information on a regular basis. Also to contact BALC and to advise that Bray Parish has three suitable village halls, offering competitive rates, which could act as a location for future events.

[HR 027/2023 Employee Training](#)

The Clerk noted that she had been unable to complete her CiLCA training due to ill health and ongoing workload. However, with the recently approved additional hours for the Deputy and Clerks' Assistant the requirement for overtime, should be significantly if not fully removed, allowing for 5 hours per week to work on CiLCA over the next 12 months.

[HR 028/2023 Review of the HR Budget 2024-25](#)

It was approved to calculate for an additional 5% salary increase for FY 2024-25, which should take into account any further Local Government Pay Award.

Councillors approved to request £1,500. for staff training and to increase Councillor training from £300. to £500.

[Date of next meeting Date TBC](#)

The date of the next meeting was approved by all as Wednesday 28th February 2024.

There being no further business the meeting closed at 4:10pm.