



FARNHAM TOWN COUNCIL

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HR Panel Notes

Time and date of meeting

5.30pm 4th March 2024

Place

Town Clerk's Office

Members

Cllr Mat Brown
Cllr Chris Jackman
Cllr Kika Mirylees
Cllr John Ward
Cllr Graham White
Alan Earwaker (ex officio)

Also in attendance

The Town Clerk, Iain Lynch

1 Election of Chair

On a nomination by Cllr Mirylees, seconded by Cllr White, Cllr John Ward was elected as the Chair of the HR Panel.

2 Apologies

Cllr Tim Woodhouse

3 Disclosure of Interests

There were no declarations of interest.

4 Minutes

The Minutes of the meeting held on 2nd December 2022 were agreed.

5 Terms of Reference

The Terms of Reference for the HR Panel were reviewed and noted.

6 Appeal Panels

Two Appeal Panels to consider grievances or disciplinary matters were agreed:

Panel A comprising: Cllrs Mirylees, Ward and Woodhouse

Panel B comprising: Cllrs Brown, Jackman and White.

7 HR Update.

- i) The Panel received the latest Staff structure and grading points for individual staff.
- ii) The Panel Reviewed the updated draft of the Staff handbook following review by the Council's HR advisors, Worknest, to ensure it was in line with recent legislative changes. A few minor updates were proposed and agreed to be submitted to Worknest to finalise the handbook.
- iii) The Panel noted the review of Job Evaluations and grading had been tendered to three organisations and would be let once the comparative quotes had been reviewed. All roles would be reviewed against the 'Green Book' criteria and staff would have the opportunity to discuss with the reviewers. Once drafted the reviewers would be invited to discuss the proposals and any impacts with the HR Panel prior to submitting a final report for consideration. The Town Clerk advised it was likely there would be some movement for some staff as job roles had changed since the last review in 2018.
- iv) The Panel noted that staff benefits included the Local Government Pension Scheme, the opportunity to have a salary sacrifice for the Cycle to Work Scheme, and the opportunity to use other salary sacrifice schemes for items such as childcare vouchers.
- v) The Panel received an update on the recruitment for the Cemeteries Officer with interviews scheduled; noted that the recruitment of the Business Apprentice was underway but may not be completed until the end of the school year and that the advertisement for the Part time fundraiser was about to be published. The other part time role of a democratic services officer was to follow.
- vi) Office opening hours. The Panel considered a change to when the office would be open to the public given that most of the enquiries for principal councils and Waverley no had moved from the Town Hall to the Memorial Hall. New hours would allow for staff training and meetings. The office would still be open for telephone enquiries and councillor access and would specifically open earlier when meetings with external participants were scheduled. It was agreed to recommend that the office opening hours be from 10am to 4.30pm every day.
- vii) The Panel noted recent training that had taken place and required improvements that were taking place to the Depot facilities.
- viii) The Panel noted that the Outside Workforce hours were moving back from the experimental annualised hours to standard hours throughout the year, and also received and agreed some specific details relating to individual staff contract matters including the payment of some backpay for contractual holiday pay that was outstanding and set out at Exempt Appendix F.

8 Date of next meeting

It was agreed a date for the next meeting would be arranged once the Job Evaluation Review had concluded.

The meeting concluded at 7.55

Notes taken by Iain Lynch.