



FARNHAM TOWN COUNCIL

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HR Panel Notes

Time and date of meeting

9.30 on October 20th 2021

Place

Council Offices, South Street, Farnham

Members

Cllr David Attfield
Cllr Michaela Wicks
Cllr John Neale,
Cllr Pat Evans
Cllr Carole Cockburn

Also in attendance

Cllr Alan Earwaker, Mayor(ex officio); the Town Clerk, Iain Lynch, and Iain Mccready (Business and Facilities Manager) (from item 5b)

1 Election of Chair

Cllr Cockburn proposed, and Cllr Evans seconded and it was agreed that Cllr Attfield be Chair of the HR panel for 2021/22.

2 Apologies

Cllr Kika Mirylees,

3 Disclosure of Interests

None received

4 Minutes

The Minutes of the previous meeting held on 3rd December 2020 were approved as a correct record

5 A) HR Update.

- i) The Panel noted and agreed action taken to regularise a discrepancy that had been identified in the automated hourly rate calculation of a part-time member of staff.
- ii) The Panel received the latest staffing structure and individual payscales for staff.
- iii) The Panel noted that negotiations between the National Employer Organisations and Unions for the National Pay Claim due for implementation in April 2021 (of 1.75%)

- had not concluded and the employers' offer rejected by the Unions. An update would be provided in due course.
- iv) The Panel received details of a limited job evaluation review recently completed by South East Employers and agreed the recommendations for some specific adjustments and a wider review to be commissioned in 2022. Details attached at Exempt Annex I.
 - v) The Panel received details of recent legislative changes and reviews underway as a result of covid, the health and social care levy; GDPR as it affects employees; and new duties to safeguard employees from harassment.
 - vi) The Panel noted that the Council's contact with Ellis Whittam (now Worknest) had been renewed and a review of the Employees handbook would be undertaken to incorporate any changes in legislation if required.
 - vii) The Panel agreed that the 2021/22 appraisal process would follow the forthcoming Strategy Workshop.

Iain McCready joined at this point

B) Recruitment Update

- i) The Panel noted the current position of the in-sourcing of the cleaning contract which had been delayed as the TUPE information had not been provided.
- ii) The application for the Government's Kickstart scheme for a horticultural apprentice had not progressed as the scheme was coming to an end, but opportunities for an apprentice were being explored with Sparsholt and Merrist Wood being the most local training providers.
- iii) The Panel agreed the changed emphasis for the replacement Assistant Town Clerk role and that the title should be focussed on communities rather than 'governance' as this was perhaps an inhibitor for candidates.
- iv) The Panel raised observed the enormous work carried out with the Town Council's limited resource and the continued stretch of staff and hoped the vacancy would be filled in the near future. There was also discussion about the need for Councillors to only channel requests for projects or work via the Town Clerk and Business and Facilities Manager to avoid duplication of effort and ensure work was allocated appropriately.
- v) The Panel suggested some mid-term refresher training for councillors could be considered.

6 Appointment of HR Appeal Panels.

Two appeal panels were appointed to hear any grievances or disputes. The panel noted that by having two panels there is an inbuilt appeals panel for an initial appeal. If any member is involved in an issue or grievance or involved at an earlier stage, the alternate panel is appointed or if this were not possible he/she would be replaced on the panel.

The membership of the Appeals Panels was agreed as follows:

Panel A: Cllrs Mirylees, Neale, Wicks

Panel B: Cllrs Attfield, Cockburn, Evans

7 Date of next meeting

It was agreed a date for the next meeting would be in January.

Meeting concluded at 12 Noon.

Notes taken by Iain Lynch.