



FARNHAM TOWN COUNCIL

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HR Panel Notes

Time and date of meeting

2pm 2nd December 2022

Place

Town Clerk's Office

Members

Cllr David Attfield
Cllr Pat Evans
Cllr John Neale
Alan Earwaker (ex officio)

Also in attendance
The Town Clerk, Iain Lynch

- 1 Apologies**
Cllrs Carole Cockburn, Kika Mirylees, Michaela Wicks

Disclosure of Interests
There were no declarations of interest.

- 2 Minutes**
The Minutes of the meeting held on 3rd March 2022 were agreed.

- 3 HR Update.**
- i) The Panel noted that the National Joint Council for Local Government Services had issued the pay agreement for 2022-23 following discussions between employers and unions. The pay award was for £1,925 per member of staff (£1 per hour) along with an increase in the annual leave entitlement to 23 days per annum (plus an additional three days on completion of five years service). As this was a contractual entitlement, the HR Panel agreed (proposed by Cllr Attfield, seconded by Cllr Neale its implementation in the December payroll backdated to 1st April under the scheme of delegation (Town Clerk with the agreement of the Joint Leaders, Mayor and Chair of HR Panel). The Panel also agreed to **recommend to Council that future National Pay Awards should be implemented under the Town Clerk's scheme of delegation once Members had been informed.**

- ii) The Panel received the latest briefing from South East Employers including details of pay negotiations for 2023-24.
- iii) The Panel noted the new reversed NI rate for employee and employer contributions had come into effect on 6th November (removing the additional 1.25%)
- iv) The Panel agreed to defer the report on potential additional salary sacrifice scheme options (such as that already in place for the cycle to work scheme) that have been adopted by other councils and might reduce the contributions made by FTC and by employees if adopted by Farnham to the next meeting.
- v) The Panel noted the commissioned review of grading had not yet carried out and would be reported to the next meeting.
- vi) The Panel considered a proposal by Cllr Hesse for an ex gratia 'thank you' for staff for the further exceptional year's activities with the achievement of the National Gold Medal at Britain in Bloom given the exceptionally difficult weather conditions, and the considerable extra effort undertaken to a high standard by all staff which included the work around the death of the Monarch, the proclamation and the vigil. **It was agreed to recommend to Council that an additional day's leave be awarded to all staff involved in the achievements which could be taken between Christmas and the New Year.** In addition, the Mayor would invite the Outside Workforce team to a 'thank you' breakfast.
- vii) An acting-up payment for the Business and Facilities Manager during the Town Clerk's absence was agreed, proposed by Cllr Attfield, seconded by Cllr Evans. It was also agreed to **recommend to Council that a deputising payment would only come into effect after a minimum of eight working days absence of the Town Clerk.**

4 Recruitment

- i) The Panel noted that Lisa Tremeer had been appointed to the post of Communities and Administration Manager with a six month probation period, further noting that she would be undertaking the Certificate in Local Administration Qualification (CiLCA).
- ii) The Panel received notice that Millie Sobey had made excellent progress in her apprenticeship and as a result her training would end three months early. The Panel agreed with the Town Clerk's decision to appoint her as Events Assistant with effect from March 2023.
- iii) The Panel noted a recruitment process was underway for a replacement Outside Workforce operative, and that a request for support for a horticultural apprentice from Sparsholt College was being discuss.

5 Date of next meeting

It was agreed a date for the next meeting would be arranged in the new year once the Grading Review had concluded.

Notes taken by Iain Lynch.