

# IVER PARISH COUNCIL

## Human Resources (Sub Committee of Policy, Finance & General Purposes Committee)

The meeting of the Sub Committee on **Thursday 16<sup>th</sup> October 2008** at 3 pm at the Parish Council Offices 45b High Street, Iver Bucks SL0 9ND

**Present:** Mr Wilson (chairman), Mrs Watkins, Mr Oxley

**In Attendance:** Mrs G Collins (clerk)

**Absent:** Mrs Vigor-Hedderly

**NOTES and RECOMMENDATIONS of the inquorate meeting – all items will now have to be decided at the Policy and Finance Committee meeting on 26<sup>th</sup> November 2008.**

### PART I

1. **RESOLVED** to receive apologies from Mr Adlam, Mr Lidgate, Mrs Lidgate
2. **Disclosure of interest in items on the agenda.** There were none.
3. **RESOLVED to receive and sign the Minutes of the meeting held on 6<sup>th</sup> March 2008.**
4. **Cover Pay for Admin Staff** – recommend that the Clerk may pay Angela and Amanda when there is a need for them to cover for each other during holiday or sickness (delegated to be used at the Clerk's discretion) and requested that the clerk set a draft budget for that so that they do not always have to take the time off in lieu as this is not workable. Agreed that as a rule of thumb approximately one third of holiday time should be allowed for in cover ie 6 days to cover Angela and 5 days to cover Amanda making 11 days pay in total.
5. **Cover Pay for a Relief Maintenance Person** – recommend that the Clerk may pay a relief maintenance person in the event that one of the permanent team is off sick or on holiday and there is work that requires 2 people. Clerk was asked to draft a suggested budget for it (delegated to be used at the Clerk's discretion). One third of holiday would be 10 days. Thus the clerk will put 10 days pay for relief cover into the budget.
6. **Policy in the event of long term or frequent sickness by a member of staff** – recommended that the policy appended be adopted along with the explanation and relevant letters and forms. Clerk was asked to source a stress line for staff to use as necessary (perhaps through our insurers) and also to source companies that can be approved to be used for medical opinion when necessary.
7. **Training** – noted the training programme for all staff (appended) and recommended approval of the Statement of Intent (appended)

### Part II Exclusion of Press & Public

8. **Resolved** that under Public Bodies (Admission to Meetings) Act 1960 the Public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information that is not in the public interest.
9. **Salary Reviews for all staff** – reports appended. Reviews of salary should be undertaken after an appraisal at the anniversary of each year of service. Appraisals to be undertaken by the Clerk. Recommended that a figure be included in the budget for 2009/2010 so that there is the resource to give each member of staff an increment as they finish their first year of service if required. Recommended that the Clerk (in liaison with the chairman) be delegated to implement the increment based upon an appraisal that is satisfactory or above. Reviewed Chris Sprules performance as he had been in post for one year and recommended a pay increase of £600 per annum (over any cost of living increase announced nationally) to be paid from the 1<sup>st</sup> October 2008 (total salary now £15,600 p.a). Also noted that Angela Fisher's probationary period review is due and the Clerk will be undertaking this during week beginning 20<sup>th</sup> October.
10. **Benchmarking of the Council and Clerk/RFO post and Salary Review of the Clerk** – reports appended. NB The Clerk requested that the chairman brings her last 2 appraisals to the meeting for information and to then be put on file. The clerk explained the process for benchmarking and explained her reports appended to the agenda. The committee agreed to meet again informally as a working group (without the clerk present) and to make recommendations on this to the next Policy meeting.

Meeting Closed at 4.30 pm