

IVER PARISH COUNCIL

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

MINUTES of the meeting of the Sub Committee held on **Thursday 21st July 2011**
at 10 am at the Parish Council Offices 63 Chequers Orchard, Iver Bucks SL0 9NJ

Present: Mrs Watkins (chairman), Dr Matthews, Ms Bridgen and Mrs Leech
In Attendance: Mrs S Moffat (clerk)

PART I

- 1. **Resolved to elect** Mrs Watkins (proposed by Dr Matthews and seconded by Mrs Leech) as chairman and Dr Matthews (proposed by Mrs Watkins and seconded by Mrs Leech) as vice chairman for the ensuing Council year.
- 2. **Apologies for absence** – were received from Mr Oxley and Mr Woolley.
- 3. **Disclosure of interest in items on the agenda.** There were none.
- 4. **Resolved to sign the Minutes of last meeting** – held 14th October 2010 as a correct record.
- 5. **Staff Salary Increments** Received and noted the Local Government Employer’s report on the government pay freeze and how it affects local government staff with incremental salary scales (appended). Resolved that members of staff still due increments this year will get them subject to satisfactory appraisal as previously agreed and notified to them will be considered after the Clerk’s report in Part 2.
- 6. **Pension Bands** for staff in the pension scheme – resolved to confirm contribution bandings for employees for the year 2011/2012. Clerk 6.8%, Admin and Finance assistants 6.5%, Outreach Youth Worker 6.5%.
- 7. **Resolved** that under the 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 may involve the disclosure of items that are not in the public interest and may involve disclosure of confidential information about particular members of staff.

Part II Exclusion of Press & Public

- 8. **Budget 2010/2011** – reviewed and monitored the staffing budget to 14th July (appended) and noted.
- 9. **Staffing Issues** – to receive a confidential report from the clerk on staff structure, remuneration, pay and conditions and job descriptions. A copy of this report was circulated to each member. Members of this committee found the report beneficial and it provided a greater understanding about the scope of work of the staff and volunteers and conditions of service for staff. It was agreed that a non-confidential version of this report will be circulated to all members of the Council to assist clarification on these matters. Also a copy of the Employment Handbook.
- 10. **Resolved** that members of staff still due increments this year will get them subject to satisfactory appraisal as previously agreed and notified to them.

Date of next meeting 13th October 2011

Meeting Ended at 11.40 am

Signed **Chairman**

Date