



SHERE PARISH COUNCIL

HUMAN RESOURCES COMMITTEE

10th June 2025 - Tanyard Hall 30 Station Road, Gomshall GU5 9LF

MINUTES

- Present:** Councillors P Tompkins, R Smith, M Keeble & B Harrap
Clerk & RFO S Hoyland
- 25/HR/1** Election of Chair – Councillor M Keeble proposed Councillor P Tompkins, Seconded by Councillor R Smith – Councillor P Tompkins Elected
- 25/HR/2** To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – None
- 25/HR/3** Declaration of Disclosable Pecuniary Interests (DPIs) Declarations by Councillors on any of the agenda items below in accordance with The Localism Act 2011, ss.27-34 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464) – **None**
- 25/HR/4** Minutes of previous meeting (Local Government Act 1972, Sch 12, para 41(1)) – **Noted** the [minutes of the meeting on 20th June 2024](#) (approved [by Full Council 4.7.24 item 24.60](#))
- 25/HR/5** Human Resources Policies – **Reviewed and Recommended** to full council readoption of the following policies:
- [Sickness Absence Policy](#) (updated)
 - [Pay Policy](#)
- 25/HR/6** **SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – None present**
- 25/HR/7** Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – to consider excluding the public and press for the following items – No members of the public present
- 25/HR/8** Staff appraisals (NALC Annual Staff Appraisal Form) – **Received and discussed**. Some comments were made and two actions **Agreed and Noted**
- 25/HR/9** To consider ongoing staffing levels, hours and locations and make recommendation to full council – **Agreed and Recommended** to Council a job share Assistant Clerk Position to work alongside the Assistant Clerk returning from maternity leave (Confidential Appendix 1)
- 25/HR/10** Salary Reviews – Reviewed all salaries and made salary Recommended to Council (Confidential Appendix 2), in accordance with:
- contract
 - [Pay Policy \(section 4\)](#) and noting [CPI level](#)
 - [National Joint Council for Local Government Services \(NJC\) pay scales 2024-25. April 2025-March 2026 current year not yet agreed – click here for information on talks](#)
- 25/HR/11** Non-consolidated payments for employees – **Considered** potential payments based on exceptional circumstances and performance, as per pay policy and **Recommended to Council (Confidential Appendix 2)**
- 25/HR/12** Date of next meeting: June 2026 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF (unless an earlier meeting is required).