



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
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Minutes of the Staffing Committee Meeting Held 11am on Friday 4<sup>th</sup>  
November 2022  
at Town Hall, High St, Haslemere GU27 2HG

<b>Chairman</b>	Cllr M. Odell*
<b>Vice-Chairman</b>	Cllr P. Nicholson*
<b>Councillors</b>	Arrick, Dullaway*, Matthes*

\*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan

## **9/22 APOLOGIES FOR ABSENCE**

All members were present.

## **10/22 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST**

None declared.

## **11/22 MINUTES OF THE LAST MEETING**

**RESOLVED:** That the minutes of the meeting held 11<sup>th</sup> March 2022 are approved and signed by the Chairman.

## **12/22 SURREY PENSION SCHEME EMPLOYER DISCRETIONS**

The Clerk advised that these need to be reviewed periodically. She can see no reason to make any changes from those last adopted in 2019.

**RESOLVED:** That the Council's existing Discretions Policy, adopted 2019, is fit for purpose and requires no further amendment at present.

## **13/22 EXCLUSION OF THE PUBLIC**

**RESOLVED:** "That in accordance with the provisions of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

## **14/22 STAFFING UPDATE**

The Chairman asked that the committee's thanks to the Town Clerk and Deputy Town Clerk for their work at recent meetings, under some challenging circumstances, be mintued.

An overview of the current staffing situation was given, no issues of note were raised.

The Town Clerk reported that F&G committee has asked for the Staffing Committee to review their terms of reference.

**RESOLVED** The Town Clerk will circulate the Terms of Reference to committee members for review.

**15/22      STAFF APPRAISALS AND PAY RISES**

The Chairman reported that the national pay award for 2022-23 had been agreed and that town hall officers were entitled to have this backdated to 1 April 2022. Staff were awarded pay increases in last years budget and having reviewed those with the Clerk the Chairman is satisfied that staff are now on the correct pay scales.

The cost of living pay award for next year is not yet known but for budgeting purposes the committee must give the Budget WP some guidance regarding 2023-24 pay increases.

**RESOLVED:**

- I. There will be no increase to staff salaries for 2023-24 unless due to extraordinary circumstance changes. Staff will be entitled to the cost of living rise agreed by the NJC nationally – for budgeting purposes an increase of 3% is suggested.
- II. Staff appraisals will take place in March next year but staff will be notified that in future the appraisal year will run from September to September to allow the Staffing Committee to have recent staff appraisals to hand when considering any increase pay.

**Meeting finished 11.12 am**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_  
**Chair of Staffing**