



Hurstpierpoint & Sayers Common Parish Council
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Village Centre
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**Minutes of the Staff Panel Meeting held on Monday 15 January 2024
at 2pm in the Village Centre Conference Room**

Members Present: Malcolm Llewellyn (Chair), Julia Shorrocks, Duncan Ranger

Also Present: Sarah Groom, Clerk to the Council

1. **Apologies for absence:** There were no apologies for absence.
2. **Previous Minutes:** The Panel reviewed the minutes of the previous meeting held on 23 October 2023, which were confirmed as a true record and agreed. The revised job description for Assistant Clerk (1)'s role was agreed.
3. **New Model Contracts:** The Panel noted the new NALC/SLCC model employment contract and guidance notes. Existing staff are issued annual letters to advise them of changes to their terms and conditions such as additional pay or holiday entitlement. The Panel therefore agreed not to issue new contracts at present but to wait for an appropriate opportunity to sue the new models. The Parish Council would probably choose to keep their amendment as agreed for the current contracts, that does not automatically award an annual spinal column point increase. Increases are only awarded subject to performance. The National Pay Award would however still automatically apply.
4. **Job Evaluation Policy:** The Panel considered the draft policy and agreed to change heading number 8 to "Changes in Salary Scale" and include a new sentence 8.5 to read "Where an increase in salary scale has been agreed, the increase will apply from the date at which the job evaluation outcome was agreed by the Parish Council and will apply from the next available monthly salary payment, subject to the early closing date of the payroll system. The Panel agreed to recommend the policy to Council for adoption, as amended. Employees would be written to, to explain the policy was being presented to Council.
5. **Job Evaluation Exercise:** The Panel agreed it wished to proceed with the job evaluation exercise using David Carden Consultancy at a cost of £150 net per post, once the Policy had been agreed at Council. The total cost of £750 was agreed between the Chair of Finance, Governance and Estates (FGE) Committee and the Clerk, to come from the Professional Support budget. This item will be added to the FGE Action Plan.
6. **LGPS Discretions Policy:** The Panel considered the draft Discretions Policy that allows the Parish Council to make some decisions on how to handle pension payments at their discretion. The Panel agreed to a small number of formatting issues and to amend A47.2 to read "The Parish will not have a general policy to direct a return of contributions". The Clerk is to ascertain what the * symbol adjacent to the B categories mean. The Panel agreed to recommend the policy to Council for adoption, as amended. At a future date, the Parish Council may consider asking a LGPS specialist to review its overall approach to its pension arrangements.
7. **Any Other Matters:** No further matters were discussed and the meeting closed at 3.15pm.