

**NORTH HORSHAM PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
THURSDAY 28TH JULY 2016 AT 6.00pm
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

3. Public Forum.

Members of the public are invited to put questions or draw relevant matters to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

4. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

6. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted. Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions. If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

8. Committee Budget Monitoring to 30th June 2016

Cost Centre	Actual Expenditure	Annual Budget
Salaries	(includes salaries April-June 2016) 79,719	265,000
Payroll Admin	0	1,785
Staff Expenses	859	2,000
Staff Training	758	1,500
Recruitment Advertising	0	400
Total Personnel Expenditure	81,336	270,100

Salaries include all staff payments including consultancy (£3,735) to 30th

June 2016. The figure is in excess of the amount expected for this time of the year by around £15,000. Monthly salary figures going forward throughout the year should be around £22,000 per month. This could represent a shortfall of just over £12,000 over the year.

Currently payroll is undertaken by Capita. Plans to bring processing salaries in house will be brought to Council to commence on 1st April 2017. To undertake a change part way through the year could compromise the accuracy of payments and cause problems with the year end calculations.

Training has been undertaken on the bookings system by the Clerk, Deputy Clerk and Trainee Clerk.
First Aid training has been delivered through St John Ambulance to the Facilities Manager and Trainee Clerk.

11. DATE OF NEXT PERSONNEL COMMITTEE MEETING

Thursday 6th October 2016. (scheduled).

Pauline Whitehead
Clerk to North Horsham Parish Council

22nd July 2016