

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING  
THURSDAY 18<sup>th</sup> JANUARY 2018 AT 7.30pm AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT**

To be read in conjunction with the Agenda.

**1. Public Forum.**

Members of the public are invited to put questions or draw attention to relevant matters relating to the business on the agenda 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.

**2. Apologies for Absence.**

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

**4. 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.

**5. Chairman's Announcements.**

Council employees have been offered a two-year pay increase, starting next year, but this hasn't been finally agreed.

Employees whose salaries start at £19,430 per annum will receive an uplift of 2% as of next April, with a further 2% the following year.

Those on the lowest salaries will also receive increases, with unions suggesting these could be as much as 16% over the two years. The offer also includes the introduction of a new national pay spine on 1st April 2019.

**6. Financial Review to 31<sup>st</sup> December 2017**

See Annex 1.

**7. Exclusion of Press and Public**

**Recommendation:- To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff matters.**

Finance Report to 31<sup>st</sup> December 2017 to Personnel Committee 18<sup>th</sup> January 2018Funding to 31<sup>st</sup> March 2018

Precept (full funding for 2017/18 received).	<b>293,551</b>
Council Tax Benefit (full funding for 2017/18 received).	<b>1,403</b>
Environmental Grant (full funding for 2017/18 received).	<b>9,691</b>
<b>Total</b>	<b>304,645</b>

Income to 31<sup>st</sup> December 2017

Cost Centre	Actual Income	Annual Budget
Admin	331	150
Allotments	765	765
North Heath Hall	45,367	60,200
Holbrook Tythe Barn	26,137	26,200
Multi Court Lettings	14,737	12,240
Roffey Millennium Hall	53,440	74,000
<b>Total</b>	<b>140,777</b>	<b>173,555</b>

Expenditure to 30<sup>th</sup> November 2017

Cost Centre	Actual Expenditure	Annual Budget
Admin	39,352	*67,943
Grants	7,530	10,000
Burial	7,500	1,500
Personnel	183,499	277,325
Planning, Env, Trans	2,000	2,000
Allotments	644	1,318
Amenity, Recs and Open Spaces	28,436	50,889
North Heath Hall	16,574	24,380
Holbrook Tythe Barn	17,364	22,213
Roffey Millennium Hall	24,564	38,455
<b>Total</b>	<b>327,463</b>	<b>496,023</b>

<b>Net expenditure</b>	<b>(186,686)</b>	<b>(322,468)</b>
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*\*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.*

A breakdown of individual cost centres within the personnel budget is on page 2 of this report.

The figure for personnel expenditure doesn't include the December 2017 salaries which amount to £23,066.17. It is forecast that expenditure on salaries to the year-end will be within the budgeted amount.

The original payroll administration budget amount assumed that a Sage salaries package would be bought for £360 and that salaries would be paid 'in house'. Having considered

several options, the Council agreed it was cheaper, more efficient and that there was less risk of non-compliance with legislation to contract the full service to Capita.

Staff expenses will exceed budget, but that is due to smarter working practices to reduce expenditure on salary costs and increased hires.

The remainder of the training budget allows for the Deputy Clerk and Administration Clerk to undertake training on the General Data Protection Regulations.

The recruitment budget is underspent.

Pauline Whitehead BA(Hons) FSLCC 10.01.2018

### Detailed breakdown of Personnel Costs to 31<sup>st</sup> December 2017

#### Personnel

<u>106</u>	<u>Personnel</u>					
4001	Salaries/NI/Pensions	179,340	272,565	93,225		93,225
4003	Payroll Admin Charge	393	360	-33		-33
4009	Staff Expenses/Mileage	2,358	2,500	142		142
4010	Staff Training	1,086	1,500	415		415
4030	Recruitment Advertising	323	400	77		77
	Personnel :- Expenditure	<b>183,499</b>	<b>277,325</b>	<b>93,826</b>	<b>0</b>	<b>93,826</b>
	<b>Net Expenditure over Income</b>	<b>183,499</b> ✓	<b>277,325</b>	<b>93,826</b>		