

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING  
THURSDAY 3<sup>RD</sup> JANUARY 2019 AT 7.30pm AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT**

To be read in conjunction with the Agenda.  
Numbers relate to the numbers on 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 Report**

A new Caretaker started work at Holbrook Tythe Barn on 26<sup>th</sup> November 2018.

**6. Pension Provision for future caretakers.**

Recommendation from Finance and Administration Committee 13.12.18:- To recommend to the Personnel Committee and full Council that new employees be enrolled with AVIVA and that the Parish Council would match any additional employees contribution up to a maximum of 6%, but this would be subject to further information being obtained about the details of both the NEST and AVIVA schemes.

A comparison between the NEST Pension and AVIVA is available on the AVIVA website <https://www.aviva.co.uk>.

Automated employee communications are not available with NEST, however, one of the commitments for an AVIVA pension is to have online access and an active e-

mail account. There is a charge for opting out of the paperless system of administration.

The fund value in the AVIVA pension and any income from it may go down as well as up depending on the employees' choice of investments. Money paid into the AVIVA pension are held in a cash account until the employee invests them. Investments are managed online.

The employer would make the payment into the employees' pension fund, but tax relief, were it applicable, would have to be claimed by the employer outside the scheme.

Some pensions can be transferred to AVIVA from an existing registered pension plan, but there are exceptions.

AVIVA charge the employee for administering their pension. The charge starts at 0.40% for the first £50,000 and the rate decreases in two stages until the value of the investment becomes over £500,000 when administration charges are 0.0%.

Promotional material and a copy of 'Key Features of the Pension' from Aviva has been circulated.

**7. Performance Management Policy**

A copy of the Sussex Association of Local Councils recommended appraisal documents are attached.

**8. 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.**

**9. Confidential Staff matters**

Circulated on orange paper separately.

**10. Date of next Meeting**

4<sup>th</sup> April 2019. (Scheduled)