

NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON THURSDAY 3rd JANUARY 2019 AT 7.30PM AT ROFFEY MILLENNIUM HALL

Present: Councillors A. Britten (Chairman), M. Loates, T. Rickett B.E.M., S. Torn (Vice Chairman) and Mrs S. Wilton.

* denotes absence

In attendance: Pauline Whitehead BA(Hons) FSLCC, Vivien Edwards, Deputy Clerk.

PER/147/19 Public Forum.

There were no members of the public or press in attendance.

PER/148/19 Apologies for absence.

There were no apologies of absence.

PER/149/19 Minutes

The Minutes of the meeting held on 26th October 2018 were agreed and signed by the Chairman as being a true record.

PER/150/19 Declarations of Interest

There were no declarations of interest.

PER/151/19 Chairman's Report

A new Caretaker started work at Holbrook Tythe Barn on 26th November 2018 and is on a thirteen week probation period.

PER/152/19 Pension Provision for future Caretakers

The Finance and Administration Committee (FA/274/18) were minded to propose to the Personnel Committee and full Council that new employees be enrolled with the AVIVA pension 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 pension 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 if they have taken that option. AVIVA can invest the money on the clients' behalf. 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 had been circulated.

Having considered more information regarding the AVIVA pension scheme, the Personnel Committee **RECOMMENDED to full Council that future caretakers should be offered the Local Government Pension Scheme as is currently the case.**

PER/153/19 Performance Management Policy

The Committee were given the existing Performance Management Policy and appraisal form, the Surrey and Sussex Association templates and a copy of the Performance Management Policy and appraisal form from a large Town Council. The Committee had the opportunity to comment on all of the documents and to offer some thoughts about what may be appropriate for North Horsham Parish Council.

It was RESOLVED that the Clerk, Deputy Clerk and Chairman of the Personnel Committee would work collaboratively to bring together the most appropriate parts from all of the documents and amalgamate them to form a Performance Management Policy and appraisal form to present to the next Personnel Committee Meeting.

PER/154/19 Exclusion of Press and Public

It was RESOLVED to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.

PER/155/19 Staff matters

Paternity Leave

It was **NOTED** that an employee took 26th November to 30th November 2018 and 3rd December 2018 to 7th December 2018 as statutory paternity leave and has been paid accordingly.

HMRC Salary sacrifice

It was **NOTED** that HMRC has accepted the staff salary sacrifice for childcare vouchers submitted on behalf of an employee and a copy of the acceptance is

held on the staff member's file.

Flexible working

It was **NOTED** that a recent appeal following a request for Flexible Working was refused for two key reasons, a detrimental effect on the business' ability to meet customer demand and the inability to reorganise work among existing staff. The employee was given the reasons for refusal in writing.

Staffing Sub-committee

It was **AGREED** that Cllr T Rickett BEM will chair a staffing sub-committee which also consists of Cllr S. Wilton and Cllr A Britten to meet with an employee to discuss an issue that has arisen.

The next meeting is scheduled for 4th April 2019.

There being no other business, the Chairman closed the meeting at 8.35 p.m.

..... Chairman

..... Dated