

NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ONLINE ON THURSDAY 1ST OCTOBER 2020 COMMENCING AT 7.30PM

Present: Cllr A. Britten, Cllr D. Mahon*, Cllr T. Rickett B.E.M., Cllr S. Torn*, Cllr R Turner and Cllr S. Wilton.

* denotes absence

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FSLCC and Deputy Clerk - Vivien Edwards.

PER/209/20 Public Forum.

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

PER/210/20 Apologies for absence.

Cllr Mahon gave retrospective apologies for absence as he encountered difficulties joining the meeting. Cllr Torn did not attend.

PER/211/20 Minutes.

The Minutes of the meeting held on 23rd July 2020 were agreed and will be signed by the Chairman as being a correct record at the earliest opportunity.

PER/212/20 Declarations of Interest.

There were no declarations of interest.

PER/213/20 Chairman's Announcements.

There were no Chairman's Announcements.

PER/214/20 Pay rates for 2020/21

The National Joint Council for Local Government Services (NJC) had issued new pay scales for 2020/21. These are part of the conditions of the NALC contracts issued to all staff members. A copy of the pay scales and the confidential list of staff salaries had been circulated to the Committee. The agreement, which is backdated to 1st April 2020, is for a 2.75% increase in salaries and an additional days' leave for those on minimum paid annual leave.

The Committee AGREED the updated list of staff payments and RESOLVED that the Chairman would sign the list at the earliest opportunity.

PER/215/20 Review of Finances to 30th August 2020

Financial Report from 1st April 2020 to 30th August 2020:-

	Actual spend	Budget	Anticipated spend for five months
Salaries/NI/Pensions	114,870	305,800	127,416
Childcare Vouchers*	1,016	0	0
Payroll Admin Charge	0	800	333
Staff Expenses/ Mileage	624	2,500	1,041
Staff Training	25	1,500	625
Recruitment Advertising	0	250	104
Protective Clothing	72	400	166
Totals	116,607	311,250	129,685

*The budget for Childcare vouchers is included in Salaries/NI/Pensions.

Expenditure on staff salaries is lower than predicted, but the figures don't include the 2.75% pay increase backdated to 1st April 2020. The figures do, however, take into consideration the furlough payment from HMRC for July 2020. There are fewer staff expenses as the halls have not been fully operational during this financial year.

Staff have ready access to Personal Protective Equipment including sanitizing spray and hand gel, plastic gloves and disposable masks. The funding for these has been taken from the cleaning budget.

PER/216/20 Forecast for 2020/21 and Budget for 2021/22

The Clerk had prepared preliminary forecast figures for personnel expenditure for the financial year 2020/21 and the personnel budget for 2021/22, based on potential reductions in staff pay during the Covid-19 pandemic.

The Committee noted the figures with an acknowledgement that these would be likely to change as the precept setting process continued.

PER/217/20 Policies

The Committee **RECOMMENDED** that the reviewed **Dignity at Work policy, Equal Opportunities Policy, Secondary Employment, Volunteering and Political Work Policy and Standards of Behaviour at Work Policy**, be put before the full Council at its next meeting.

PER/218/20 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/219/20 Staff matters

It had been decided by delegated powers given to the Chairman and Vice Chairman of the Council and the Chairman of Finance, to put forward proposals to some staff members to cut their working hours to reflect that their workload had reduced due to the limited operation of the halls and to reduce Parish Council outgoings in light of significantly reduced income. The proposals were that the reduced hours would be for four months from 1st November 2020 with a review at the end, but that if more work became available during those four months, discussions surrounding increasing hours would be considered.

After the decision had been made to consult with staff members, the government announced a Job Support Scheme. The full details of the scheme had not been announced, but an overview was that eligible businesses, where staff worked more than 33% of their contracted hours may be eligible to take part. The scheme lasts from 1st November 2020 for 6 months. The employer pays one third of an employee's unpaid hours and the government also pays one third of an employee's unpaid hours. It was not clear who paid the NIC and Pension Contributions.

The Deputy Clerk had provided comparisons of the savings that would be made by cutting hours without using the Job Support Scheme and using the Scheme. She had also provided further information about predicted savings using different reductions in hours to give the Committee a better understanding of the financial implications.

The Committee RATIFIED the proposals to reduce hours but were in favour of using the Job Support Scheme if the Council was eligible and once they knew further details.

PER/220/20 Next Meeting

The next Personnel Committee Meeting is scheduled for 4th February 2021.

There being no other business, the Chairman closed the meeting at 8.23 p.m.

..... Chairman

..... Dated