

BULMER PARISH COUNCIL

Minutes of the Meeting of the Personnel Committee held at 7.15 pm on Monday, 8 January 2018 Venue – Small Committee Room, Bulmer Village Hall

Present: Stella Buchanan [Chairman] (SB)
Carole Bennett (CB)
Steve Morgan (SM)

18/001 Chairman's welcome. All members of the Committee present.

18/002 No declarations of interest.

18/003 Approved as a true and accurate record was signed by the Chairman.
Proposed by SM, seconded by CB, all in favour, resolution passed.

18/004 To exclude members of press and public. None were present.

18/005 The Clerk's appraisal was carried out by CB and SM and the Personal Performance Plan for 2018/2019 completed.

18/006 Item 1 – Clerk's Contract of Employment

The Clerk advised the committee that, having taken advice from the EALC, under the rules of the Data Protection Act, only the members of the Personnel Committee are entitled to see the Clerk's Contract of Employment. However, as a compromise the Clerk is willing for the Parish Council to receive a copy of a generic version of the contract, which will be distributed at the next meeting.

The Parish Councillors may ask to see the original version at the meeting on Monday, 15 January 2018, but no notes, copies or photographs may be taken of the document.

Proposed by SB, seconded by SM, all in favour, resolution passed.

Item 2 – Annual Salary Scale Increment

The Clerk's pay scale was discussed. It was noted that the Parish Council had failed to carry out an appraisal at the due time, the pay scale should have been raised to 23 in 2017 and should now be increased to 24. However, the Clerk is aware of the financial situation of the Parish Council and has suggested that she would be happy to compromise and accept the scale being raised to 23. This will increase the hourly rate by £0.315 per hour on her 7 hour per week contract a total of £2.205 per week.

Item 2 – Annual Salary Scale Increment (Contd.)

It was noted that under Item 17/141 the sum quoted of £57.33 for the shortfall of salary only covered the period from April 2017 to December 2017. The revised figure to the end of January 2018 is now £63.70 and this under payment is due to the Clerk with immediate effect.

It was agreed that this item should be referred to the full Parish Council on the 15 January 2018 for a decision.

Proposed by SB, seconded by SM, all in favour, resolution passed.

Item 3 – Office Rent

SB advised the committee that the Clerk's office rent will now be shown on her payslip as office rent and, therefore, the Parish Council's obligation to HMRC has been fulfilled.

Item 4 – Tax and National Insurance Contributions

Currently, the Clerk does not earn enough to pay tax and National Insurance Contributions. However, when she starts working for the third Council, there may be the requirement to ensure any tax deductions from salary are forwarded to HMRC. There will be no liability on the employee or employer re NI as her current earnings from Bulmer Council is below the current threshold required for a second job.

Item 5 – Essex County Council Pension Scheme

The Clerk advised the Committee that both the Parish Council's and the Clerk's pension contributions would be increasing from 1 April 2018. The council's contribution will rise by 2.5%.

Item 5 – Training Development

The Clerk's training requirements were discussed.

It was noted that Bulmer Parish Council have, to date, not contributed towards any training costs. It is proposed that the Parish Council should, in future, make a contribution of a third towards any training costs and include this in the next budget. Currently, there is no requirement for any additional training in the foreseeable future.

It was agreed that this item should be referred to the full Parish Council on the 15 January 2018 for a decision.

Proposed by SB, seconded by SM, all in favour, resolution passed.

18/007 Bulmer Parish Council applied for 2 years of Transparency funding and currently have £386.64 of this funding left which needs to be used by November 2018. It has been suggested by the Clerk that this should be kept in the reserves and used for overtime required for the accounts year end and the AGM.

It was agreed that this item should be referred to the full Parish Council on the 15 January 2018 for a decision.

Proposed by SB, seconded by CB, all in favour, resolution passed.

18/008 The current payroll provider will finish working for Bulmer Parish Council in April 2018 and a new provider needs to be approved by the Council. An excel sheet showing the cost to the Parish Council will be circulated to them for a final decision to be made at the meeting on the 15 January 2018.
Proposed by SB, seconded by SM, all in favour, resolution passed.

18/009 The next meeting will be held in early December 2018 on a date to be confirmed.

The meeting closed at 8.50 pm