

Tickton & Routh Parish Council

Personnel Committee

Minutes of the Extra-Ordinary Meeting of Tickton and Routh Parish Council Personnel Committee held in Tickton on Monday 17 June 2019

Present: Councillors: Oliver, Riley & N Walker
Apologies Councillor Lenton
Absent: No-one
Public: No members of the public attended
Minute Taker Mrs M Middleton – Clerk

1/19	DECLARATION OF INTEREST None declared.
2/19	MINUTES RESOLVED: The minutes of the meeting of the 30 November 2017 were not presented and will be approved at the next meeting.
3/19	ELECTION OF CHAIR RESOLVED: To be agreed.
Having regard to the confidential nature of the business to be transacted, the meeting is closed to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.	
4/19	TERMS OF REFERENCE The Terms of Reference were reviewed. RESOLVED: The Personnel Committee recommendation to full Council is to amend the Terms of Reference to include the following conditions; 3. 'The Personnel Committee is granted the power to resolve a recommendation to Council via email. 4. Meetings to be convened on an ad-hoc basis, both within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1'.
5/19	PENSIONS Following consultation with ERVAS all staff have the statutory right to request to join a workplace pension at any point in time. In summary, the Parish Council does not have to contribute if the employee does not currently earn £512 or more a month. The employer only has to make contributions from either the date they are officially obliged to make them (auto-enrolment when employee starts earning £10k or more) or the date the employee "Opts In". The contributions do not have to be higher than 3% for the employer even if the employee wants to pay more themselves. An employee can choose to pay a lump sum but the employer is not obliged to do so. Further information is available at https://www.nestpensions.org.uk/schemeweb/nest/aboutnest/pensions-are-changing/auto-enrolment.html The additional ERVAS costs would be £75 for setting up the pension scheme and £1 per month for administering the contributions once the employee/s were enrolled into the scheme.

	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To establish the preference of all staff members by; <ol style="list-style-type: none"> a) Requesting confirmation in writing if staff do or do not want to enter into a workplace pension 2. Contact ERVAS for a financial/budget forecast; <ol style="list-style-type: none"> b) On employer contributions (3%) from Clerk's opt-in point (no employer contributions will be required for Handyman, unless salary reaches £512+) c) On Clerk choosing to pay a lump sum to cover lapse in pension d) Should the Parish Council agree to award a full or partial contribution towards c) 3. On obtaining the above information the Personnel Committee to consider a recommendation for Council.
7/19	There being no further business the meeting closed at 10.10 pm. The next extra-ordinary meeting of the Parish Council Personnel Committee to be arranged as required.

The Minutes of the meeting held on the 17 June 2019 were approved and signed as a true and correct record at the meeting held on the 7 December 2020