

**Minutes of a Meeting of the Personnel Committee
held in the Council Chamber, Yaxley Parish Council on 17th November 2015 .**

Present:- Councillor A Wood – Chairman
Councillors G Bellamy, C Bolton, D Porteous, M Oliver, A Rees and J Willis.

In attendance – H Taylor.

PR30. APOLOGIES

An apology for absence from the meeting was received and accepted on behalf of Councillor A Bartle (personal).

PR31. DECLARATION OF INTERESTS

No declarations were received.

PR32. MINUTES

Councillor D Porteous proposed approval of the Minutes of the meeting of the Personnel Committee held on 15th September 2015. This was seconded by Councillor J Willis and unanimously **RESOLVED**.

PR33. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR34. BUDGET 2016/17

Members were presented with a budget report as at 30th September 2015 (a copy of which has been appended in the Minute Book). Having discussed the various budget headings, actual spend against predicted and the proposed figures for 2016/17, it was proposed by Councillor D Porteous that the budget be recommended to Full Council for approval. This was seconded by Councillor G Bellamy and unanimously **RESOLVED**.

PR35. WORKPLACE PENSION

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members were advised of changes to the law on workplace pensions and the need to decide on an appropriate pension scheme for automatic enrolment.

Having considered two possible schemes, it was proposed by Councillor D Porteous that the Parish Council join the People's Pension Scheme for those qualifying staff who have chosen not to join the LGSS pension scheme.

PR36. EXCLUSION OF THE PRESS AND PUBLIC

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor D Porteous and seconded by Councillor A Rees that the meeting should be closed to the public and press at 7.55pm.

PR37. STAFF SALARIES

By way of a confidential report by the Clerk (a copy of which is appended in the Annex to the Minute Book) the Committee reviewed the salary budget. In doing so, Members agreed that efforts should be made to bring all staff pay in line with the living wage of £7.85. Attention was drawn to the cost of doing so and the need to reflect any changes in the proposed 2016/17 budget prior to its consideration by full Council. Having referred to the efforts of the workforce this year, it was proposed by Councillor D Porteous that:

- the three members of staff currently on NALC salary scale 11 and below be awarded two salary scale increments to take effect from 1st January 2016;
- the remaining staff be awarded a one-off £500 bonus (pro-rata for part time staff) to be paid in the January 2016 salaries;
- where necessary staff scale bands be increased to point 16 to enable the Government's aim of a living wage of £9.00 to be reached by 2020;and
- that the Grounds Operative referred to in the Clerk's report be moved to salary point 11 of the NALC pay scales with effect from 1st December 2015.

This was seconded by A Rees and unanimously **RESOLVED**.

PR38. STAFF MATTER

Consideration was given to a report by the Chairman of the Personnel Committee (a copy of which is appended in the Annex to the Minute Book) highlighting the additional hours worked by the Clerk. Whereupon, it was proposed by Councillor J Willis that the Clerk be paid for 35 additional hours. This was seconded by Councillor D Porteous and **RESOLVED**.

At the same time, Members referred to Christmas Opening times and noted that although the office would be closed from Christmas Eve to 4th January 2016 arrangements would be made to cover waste collection/litter picking/hire of facilities on 29th, 30th and 31st December 2015.

PR39. FINANCE OFFICER

Further to Minute No.47(2014) and with the aid of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book) the Committee considered the renewal of the contract between the Council and Freelance Business Services for providing book keeping services and preparing financial statements and reports including the Annual Report and Budget. Having recognised the valuable work undertaken over the year by Mrs Porter, it was proposed by Councillor D Porteous that the Parish Council renews its contract with FBS for the provision of accountancy and bookkeeping services, for a further year. This was seconded by Councillor J Willis and unanimously **RESOLVED**.

PR40. EMPLOYEE ASSISTANCE PROGRAMME

By way of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), Members considered extending the Council's current HR service with Peninsula to include Employee Assistance Programme. Having considered the benefits to staff of having such a service, it was proposed by Councillor C Bolton that the Council's HR package be extended to include the programme at a cost of £13.50 per month. This was seconded by Councillor D Porteous and **RESOLVED**.

PR41. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor D Porteous and seconded by Councillor A Rees that the press and public should be readmitted to the meeting.

Meeting closed at 8.20pm

Signed

Chairman.

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