

557. PENSIONS

Committee noted that the Clerk had completed a Declaration of Compliance and submitted this to The Pensions Regulator in order to meet the Council's obligations with regards to the auto-enrolment of eligible staff in to a qualifying pension scheme.

Employer and employee contributions for the LGPS to 31 March 2020 and Council's NEST schemes for 2017/18 were noted as follows:

Actual Pensionable Pay	NEST		LGPS	
	Employee %	Employer %	Employee %	Employer %
Up to £13,700	2	6	5.50	25
£13,701 to £21,400	2	6	5.80	25
£21,401 to £34,700	2	6	6.50	25
£34,701 to £43,900	2	6	6.80	25
£43,901 to £61,300	2	6	8.50	25
£61,301 to £86,800	2	6	9.90	25
£86,801 to £102,200	2	6	10.50	25
£102,201 to £153,300	2	6	11.40	25
£153,301 or more	2	6	12.50	25

RESOLVED that Council's Declaration of Compliance in respect of auto-enrolment; and, the LGPS employer contribution rates to 31 March 2020 be noted as received.

558. TOIL POLICY UPDATE

Members received an update on Time Off In Lieu (TOIL) hours and were pleased to note that total TOIL balance had remained significantly lower since the introduction of a policy in April 2016 to limit the amount of TOIL that was permitted to be accrued.

RESOLVED that the update on TOIL hours be noted as received with no further action deemed necessary.

559. STAFFING MATTERS

Committee considered the report on Staffing Matters. Further to the report the Clerk advised Committee that the Local Council's Award Scheme Panel had sought clarification as to whether the Staff Handbook, including the Health & Safety Policy and Equal Opportunities Policy, had been reviewed by the Committee in April 2016 when the TOIL Policy was adopted. It was recognised that, whilst all the policies contained in the handbook had been reviewed and re-adopted at that time, the wide-ranging review of all staff-related policies which had been requested had not progressed (*Minute #555 of 2015/16 refers*).

This project, relating to Council's Business Plan objective P3: *Consider what wider benefits the Town Council is able to offer staff in order to be considered*

an 'employer of choice', had been reprioritised when the staffing reorganisation project commenced. As the reorganisation project had been completed, Committee agreed that a full-scale review of all staffing policies, terms and conditions, and contractual arrangements should now be explored in order to achieve this objective.

It was RESOLVED that:

- i. it be confirmed to the Local Council's Award Scheme Panel that the Staff Handbook, and policies within, was reviewed and approved in April 2016 when the TOIL Policy was adopted;**
- ii. the Staff Handbook, and policies within, be re-adopted at this time with no changes with a further review due in April 2018; and**
- iii. in line with the Council's Business Plan objective P3, the Clerk, in consultation with Cllr K Williams, undertake a full-scale review of all staffing policies, terms and conditions, and contractual arrangements for further consideration by the Committee in due course.**

560. TOWN CLERK'S APPRAISAL

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed. Committee approved the Clerk's updated Professional Development Plan.

It was RESOLVED that:

- i. subject to his acceptance of an appropriate training agreement, the Town Clerk would be supported to achieve his updated Professional Development Plan objectives as proposed in the appraisal review for the years 2017-2020;**
- ii. Cllr K Williams would draft a training agreement document for the Members of the Committee to review;**
- iii. authority be delegated to the Mayor, in consultation with the other Members of the Committee, to approve the training agreement for signing by the Clerk; and,**
- iv. the Town Clerk's Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.**

561. CLOSURE

The meeting was closed at 9.21pm. The next meeting was noted as having been scheduled for Wednesday 11 October 2017 at 4pm. Members requested that the time of future meetings be regularised and moved to 6pm.

Date: _____

Chairman: _____