

# WASHINGTON PARISH COUNCIL



Clerk to the Council.  
Washington Parish Council PO Box 2286  
PULBOROUGH RH20 9BT  
Tel: 0777 6771921  
Email: [clerk@washingtonparish.org.uk](mailto:clerk@washingtonparish.org.uk)  
Website: [www.washingtonparish.org.uk](http://www.washingtonparish.org.uk)

## Washington Parish Council Personnel Committee Meeting

**MINUTES** of the Personnel Committee Meeting held on Monday 29<sup>th</sup> January 2024 at 7:00pm.

**PRESENT:** Cllr S Buddell, Cllr P Heeley and Cllr A Lisher. Also Ms Z. Savill Clerk to the Council

**ABSENT:** Cllr J Thomas

The meeting to be opened by Cllr Buddell, the Presiding Chairman, at 19:15hrs.

**1. To Elect a Chairman of the Committee**

The Committee **RESOLVED** to elect Cllr Buddell as Chairman of the Personnel Committee.

**2. Apologies for absence**

None received. It was noted that Cllr Thomas was absent.

**3. To Approve the Minutes of the last meeting**

The Committee **RESOLVED** to **APPROVE** the minutes of the last meeting on 27<sup>th</sup> November 2023 which were duly signed by the Chairman.

**4. To Record declarations of Personal or Prejudicial Interest from members in any item to be discussed and agree Dispensations**

Cllr Lisher declared a personal interest in reserved matters on the agenda relating to the staff appraisal, salary and pension. Reason: Neighbour.

**5. Public Session**

No members of the public present

**6. To Consider exclusion of the Public and Press pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, from the confidential staffing matters under item 7.**

The Committee **RESOLVED** to go into private session for the next confidential staffing matters. There were no member of the press or public present.

**7. To Consider reserved matters relating to staff appraisal, salary and pension  
To Review and Approve Staff Appraisal**

The committee conducted and **RESOLVED** to **APPROVE** the staff appraisal during a confidential session. Chairman to report to Council at its next meeting on 5<sup>th</sup> February 2024. The appraisal document to be completed and signed by both parties after the meeting.

#### **To Review Staff Pension**

The Committee noted that the Council had approved a 2% increase towards the employer contributions of the Clerk's pension, making a total of 5%. The allocation was adopted in the Council's 2024/25 budget at the Full Council Meeting on 11<sup>th</sup> December 2023.

Cllr Heeley reported his findings on the NEST pension scheme used by the Council. He understood from information on the scheme's website that the Council should be making contributions based on the basic salary (gross figure) and not on qualifying earnings, a lower amount, as it had been. A copy of adopted minutes in 2017 and 2020 was previously circulated which showed that the Council had adopted the scheme to be set up by the Clerk. Contributions in 2020 of 3% had been agreed based on the minimum legal rate. The Clerk reported that NEST had advised on using the calculation based on qualifying earnings, as stated on their website, '*used by most employers*' being the '*standard way to calculate the legal minimum contributions.*' It was noted that every monthly invoice for the pension contributions had shown a full breakdown with qualifying earnings and approved by the Council.

Following a discussion the Committee **RESOLVED** to request that Cllr Keech, a chartered accountant and member of the Finance Committee, calculates the back payment. To be considered at the next Council meeting on 5<sup>th</sup> February as a lump sum payment in the Clerk's pension, if there are available reserves and within the rules of the pension scheme; to recommend that all employer pension contributions are based on full salary, not qualifying earnings, with immediate effect from February 2024.

The Clerk left the meeting at the Committee's request for the next confidential agenda item.

#### **To Review Staff Salary**

The Committee conducted the annual review of the Clerk's salary during a confidential session. The Chairman will report on the discussion and recommendation to Full Council ahead of the next FC meeting on 5<sup>th</sup> February 2024.

#### **8. To Receive items for the next Personnel Committee Agenda**

None received.

#### **9. To Agree date of the next meeting**

A date in June to be confirmed.

**The Meeting closed at.....?To be confirmed by the Chairman. The Clerk was not present at the end of the meeting.**

**Signed.....**

**Dated.....**