

**MINUTES OF AN ORDINARY MEETING OF REVIEW & STAFFING COMMITTEE,
NEWBY AND SCALBY PARISH COUNCIL**

held in the Council Office, Scalby Library,
on Wednesday, 28th October 2015 at 9.30am.

PRESENT:

Councillor Mr Towse (Chairman),
Councillors D Bastiman, S Gething, R Thompson.

ALSO IN ATTENDANCE

Mrs J Marley (Clerk).

ABSENT: Cllr. B Watson.

The Chairman reminded those present that filming, photographing or audio recording of the proceedings was allowed - persons wishing to record were asked to notify the Clerk of their intention prior to the start of the meeting. In the interests of encouraging public participation, it was requested that anyone filming did not include members of the public "in shot".

RS7/15 ELECTION OF CHAIRMAN

Cllr. Bastiman proposed and it was **resolved** Cllr. Towse be Chairman of the Committee.

RS8/15 APOLOGIES FOR ABSENCE

Received & accepted from Cllr. Watson.

RS9/15 EXCLUSION OF PRESS AND PUBLIC

Resolved that in accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the next items of business on the grounds they involved the likely disclosure of information relating to labour relations and the financial/business affairs of the authority.

RS10/15 DECLARATIONS OF INTEREST

None.

The Clerk offered to leave the meeting since the matter to be discussed would affect her. **Resolved** the Clerk remain to minute the meeting and give advice, if requested, in her capacity as Responsible Financial Officer.

RS11/15 GRATUITIES, PENSIONS AND AUTO-ENROLMENT

RS11/15.1 **Received & noted** the RFO's report [*circulated with agenda*] to full Council on 14/10/15 which was referred to this committee for consideration.

RS11/15.2 **Received & noted** additional information [*circulated with agenda*] regarding setting up of a pension scheme, level of employer and employee contributions, movement of staging date and suggested pension providers.

RS11/15.3 **Resolved** the following recommendations be made to Council by means of a written report by Cllr. Towse:-

- 1] Council to set up a pension scheme with provider The People's Pension.
- 2] Total pay for pension purposes to be defined as the employee's entire salary before tax based on contractual hours. Voluntary overtime is specifically excluded.
- 3] Employer contributions to be 3.75% of employee contractual hours unless the government's prescribed employer minimum contribution rises above 3.75%, in which case the government employer minimum contribution will apply.
- 4] Subject to the receipt of written acceptance by the employee, employee contribution to be 4.25% of employee's contractual hours unless the government's prescribed total minimum contribution rises above 8%, in which case the difference between the government employer minimum contribution and the government total minimum contribution will apply. In the absence of written acceptance by the employee, the employee contribution shall be based on the difference between the employer minimum contribution and the government's total minimum contribution.

5] The staging date be brought forward to 1st April 2016 in order to coincide with the start of the financial year.

6] Details for the arrangements for tax relief on employee's contribution & any other decision relating to the setting up of the pension scheme to be delegated to the Chairman of the Council in consultation with the RFO.

There being no further business on the agenda, the Chairman declared the meeting closed at 9.54am.

R. TOWSE, Chairman
Dated: 9th November 2015