

**MINUTES of the Staffing & Resources Committee of Melksham
Without Parish Council held on Monday 5th October 2015 at 7.00p.m.
at Crown Chambers, 7, Market Place, Melksham.**

Present: Cllrs. Jan Chivers (Committee Chair), Alan Baines (Committee Vice Chair), Richard Wood, John Glover, Pat Nicol and Mike Sankey

Apologies: Cllr Terry Chivers

- 264/15 **Declarations of Interest:** The Clerk declared an interest in item 11 as one of the quotes is from a friend, and in the item relating to Compassionate leave and left the room when this was discussed.
- 265/15 **Public Participation:** There were no members of the public present
- 266/15 **Items to be held in committee:** It was agreed to hold agenda items 5 & 11 in committee due to their confidential nature in accordance with Standing Orders.
- 267/15C **Impact of new National Living Wage on Staffing Costs:** The Chair reported the expected impact of the new National Living Wage from April 2016. From 2020, there are further implications but these are expected to be built into NJC pay rates in coming years. **Recommendation:** *The budget for 2016/17 will reflect the new living wage rates where appropriate.*
- 268/15 **Car Usage:**
- a) **Latest Guidance from SLCC:** The new guidance was noted. It was agreed that as the Parish Caretaker is not based in the office, his mileage can be claimed from home. All other staff are office based and as such their mileage should be calculated from the Parish office.
- b) **Mileage Rates for Staff:** The Chair reported that staff are currently paid 40p per mile which was based on SLCC guidance for vehicles up to 1200cc. The Parish Caretaker (an essential user) now drives a car with a bigger engine increasing the mileage rate to 50.5p per mile. Other staff (as casual users) drive a very limited number of miles and for these users, the SLCC recommends 65p per mile. However they have all requested their mileage rates are limited to 45p per mile to avoid the need to complete an end of year tax return. **Recommended:** *All staff are paid 45p per mile effective from 1st October 2015.*
- c) **Travel Allowance for Parish Caretaker:** This allowance is currently £500 / year based on SLCC guidance in 2011 (£1,170 for full time employee). The new guidance increases this to £570 (£1,239 for a FTE) and recommends it is not paid via the PAYE system. However,

the Parish Caretaker wants to avoid completing an end of year tax return and has requested the tax is deducted at source.

Recommendation: *The travel allowance for the Parish Caretaker is increased to £570 / year and continues to be paid via the PAYE system, from the 1st October 2015.*

d) Car Usage Policy: The Clerk explained that the guidance from the SLCC had some useful points in it regarding employees driving whilst employed by the Council. This included an annual inspection of driving licenses, MOT certificates, car insurance and vehicle tax.

Recommended: *The Finance Assistant drafts a short car usage policy for the committee to review.*

269/15

Pensions:

a) New Pension Regulations: The Finance Assistant outlined the changes coming into effect from July 2016 with regard to auto enrolment. 3 staff members are already part of the Wiltshire Pension Fund, but 2 employees are not members. **Recommended:** *Letters are sent to relevant staff members about their right to opt in or join the pension scheme as appropriate.*

b) Revised Pension Discretions Policy: Following guidance from Wiltshire Council, the Pension Discretions Policy had been updated to reflect the updated details of the policy. **Recommended:** *The revised Pension Discretions policy is adopted by the Council.*

270/15

Clerks Annual Appraisal: This appraisal is due in October and it was agreed that it would be carried out by the Council Chair and the Chair of the Staffing Committee on a date convenient for all parties.

271/15

IT Recommendations: The Clerk reported that the IT improvements previously agreed by the Council are being started on Friday 9th October. This includes upgrading to Windows 7 and improving email and back up data using the Cloud so that staff can work from home more effectively.

272/15

Redecoration of Crown Chambers Offices: Cllr Baines reported that he had looked at the office to better assess the need for redecoration. Although some areas are looking a little tired, there was no need for the whole area to be done. Cllr Sankey asked whether this was the responsibility of the Council or the landlord and with no lease in place, this is not clear. **Recommended:** *Owing to the uncertainty of the situation with regard to the potential dissolution and reconstitution of Council and/or possible move to the Campus, the Council does not to go ahead with any redecoration until the situation is clarified*

The Clerk left the room for the next agenda item.

273/15C **Discretionary Compassionate leave for Clerk: *Recommended:*** *The Clerk is granted paid compassionate leave for 3 days following a family bereavement. Requests of this nature in future are discussed directly with the Council chair avoiding the need for this to come to Committee.*

Meeting closed at 7.40pm

Chairman, 12th October 2015