

# BROOMFIELD PARISH COUNCIL

**A Meeting of Broomfield Parish Council's Personnel Committee was held on Monday 9<sup>th</sup> November 2015 at 9.30 a.m. in the Parish Office, Broomfield Village Hall ,158 Main Road, Broomfield**

Members Present:	Chairman Councillor Garwood Councillors Smith Jones & Barnes
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Also Present:	Mrs K Hurrell (Clerk)
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<b>239.</b>	<p><b>Apologies for absence</b> No apologies were received.</p>
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<b>240.</b>	<p><b>Declarations of Interest</b> No declarations of interest were made.</p>
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<b>241.</b>	<p><b>To approve Terms of Reference</b> The Terms of Reference were approved and duly adopted.</p>
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<b>242.</b>	<p><b>To receive all Staff Appraisals</b> Councillor Garwood and Councillor Jones had carried out the annual Staff Appraisals for the Clerk, Deputy Clerk, Broomfield Village Hall Charity Secretary and Village Attendant which were all very satisfactory – all Members had seen copies..</p>
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<b>243.</b>	<p><b>Annual review of Spinal Column Points &amp; Salaries for Clerk, Deputy Clerk, Village Attendant and Secretary to Broomfield Village Hall Charity/Parish Council Office Assistant for 2016/17 Precept</b> The Clerk advised that NALC had not yet reached an agreement for any pay rises for 2016 – she will advise Members when this had been received. A review of all staffs' Spinal Column Points (SCP) was undertaken and it was agreed to appoint the Broomfield Village Hall Charity Secretary's SCP from 26 to 27 with effect from 1<sup>st</sup> January 2016. Members also agreed to increase the Village Attendant's hourly pay from £10 to £11 per hour to reflect to further duties undertaken with the play area inspections from 1<sup>st</sup> January 2016. <b>ACTION: Clerk to increase KC to SCP 27 &amp; SJ rate to £11 p.h. from 1.1.16</b></p>
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<b>244.</b>	<p><b>To receive information regarding Pension Auto Enrolment</b> The Clerk advised that from 2<sup>nd</sup> February 2017 the Parish Council together with the Broomfield Village Hall Charity will need to automatically enrol employees into a pension scheme. The increased administration work was discussed and the Clerk advised that she had been speaking to SGW Payroll Ltd who advised that they would be able to carry out all the necessary reporting to HMRC and Essex County Council for employees who opt in and opt out of the pension scheme. Councillor Barnes will make enquiries whether monthly reporting will be required for employees already in the scheme and will report back to the Parish Council. <b>ACTION: JB to provide further information</b></p>
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<b>245.</b>	<p><b>Any other items for discussion</b> There was no further business and the Chairman closed the meeting at 10.30 a.m.</p>
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