



Horndean Parish Council

STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 04 JUNE 2018 AT 7.30 P.M. AT JUBILEE HALL.

Members are summoned to attend.

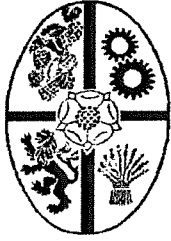
A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones'.

Carla Baverstock-Jones PSLCC, GCILEx
Chief Officer

29 May 2018

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To elect a Vice Chairman to the Staff Committee.
4. To receive and approve the Minutes of the meeting held on the 26 March 2018.
5. To consider and ascertain the policy with respect to maternity pay.
6. **To agree to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960)**
7. To receive and approve the Confidential Minutes of the meeting held on the 26 March 2018.
8. To receive a report and consider the recruitment of an additional member of staff due to a change of circumstances within the team.



HORNDEAN PARISH COUNCIL STAFF COMMITTEE

Item 4

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON
MONDAY 26 MARCH 2018 AT 7.30PM

PRESENT: Councillors A Forbes (Chairman), Mrs L Evans, Mrs E Tickell, R Veitch, Mrs I Weeks (Vice Chairman), N Wren.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker).

PUBLIC ATTENDANCE: There were no members of the public present.

SC020 17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr Miss J Murray.

SC021 17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC022 17/18 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 22 JANUARY 2018**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 22 January 2018 be duly signed as a true record of the meeting.

SC023 17/18 **TO AGREE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED**

There were no members of the public present.

The public part of the meeting closed at 7.40PM

SC024 17/18 **TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 16 OCTOBER 2017 AND 22 JANUARY 2018**

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on 16 January 2018 and 22 January 2018 be duly signed as a true record of the meeting.

SC025 17/18 **TO RECEIVE A REPORT AND CONSIDER THE EXPIRY OF THE PROBATIONARY PERIOD IN RESPECT OF TWO MEMBERS OF STAFF**

2X reports by the Chief Officer were circulated and a discussion took place.

It was **RESOLVED** that the Staff Committee recommend to Council that a member of the Countryside Team remain employed within his current role on a permanent basis.

It was **RESOLVED** that the Staff Committee recommend to Council that a member of the Caretaking Team remain employed within his current role on a permanent basis.

SC026 17/18 **TO RECEIVE A REPORT AND AGREE A RECOMMENDATION TO COUNCIL REGARDING ANY PROPOSED CHANGES TO STAFF SALARIES FOR 2018/19**

A report by the Chief Officer was circulated and a short discussion took place.

It was **RESOLVED** to recommend to Council that staff salaries are increased in line with the recommendations set out in the report from the Chief Officer.

SC027 17/18 **TO DISCUSS THE CHIEF OFFICER'S APPRAISAL**

The Chief Officer's appraisal was discussed and the general comments agreed.

SC028 17/18 **TO DISCUSS ANY PROPOSED CHANGES TO THE CHIEF OFFICER'S SALARY FOR 2018/19**

It was **RESOLVED** to recommend to Council that the Chief Officer's salary be increased in accordance with inflation and performance in recognition of the effective way she deals with the challenges of her role.

The meeting closed at 8.15pm

.....
Chairman

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Dated

HORNDEAN PARISH COUNCIL

STAFF COMMITTEE MEETING

Date: 04 June 2018

AGENDA ITEM: 5

SUBJECT OF REPORT: Maternity Pay Policy

Staff members have over a period of 4 years transferred from the National Joint Council (NJC) contracts of employment, to locally agreed terms and conditions.

In respect of the former NJC terms, payments made to an employee whilst on maternity leave were stated as follows:

- **To be paid for 39 weeks**
- **First 6 weeks' 90% of average weekly salary, offset against payments made by way of Statutory Maternity Pay (SMP)**

On receipt of a written declaration to return to work, the employee will be eligible:

- **for the next 12 weeks payable at 50% of the average week's pay plus SMP.**
- **During the remainder of the maternity leave, employee to receive basic SMP for in total 39 weeks being £145.18 as at 01 April 2018.**

Alternatively, employers frequently choose to provide the basic SMP which is payable to eligible employees is as follows:

- **To be paid for 39 weeks**
- **First 6 weeks 90% of average weekly salary**
- **Next 33 weeks £145.18 or 90% of average income whichever is lower.**

The agreed employment contract/policies adopted by Council, appear silent as to the level of payments to be made during maternity leave.

Clarification is being sought as to the intention of Council, insofar as to the level of maternity benefits payable.

It is important to note that 92% of the statutory maternity pay awarded to the employee can be reclaimed by the Parish Council from HMRC/PAYE. However, any payments made in excess of the statutory entitlement will not be refundable.

RECOMMENDATION

It is observed that it is common practice within the public sector, for occupational maternity payments (OMP) to be made by the employer to supplement the SMP.

Members may therefore wish to consider the following options:

- mandatory payment of the basic statutory benefit (SMP), without supplementation;
- or
- enhanced benefits similar to those stated within the terms and conditions currently offered within the public sector, which in essence are in accordance and not dissimilar to the above NJC terms.

Prepared by

A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones', with a long horizontal flourish extending to the right.

Carla Baverstock-Jones
Chief Officer