

Clerk to the Council/RFO: Caroline Higgins
Chairman: Cllr Mr Mark Underwood

Draft minutes of a meeting of the Staffing Committee convened on Monday 16 March 2020 at 6.00 pm in the Parish Office.

Present: Cllrs Underwood; Jones and Whittall

In attendance: Clerk, Caroline Higgins

SP17.19/20 **ELECTION OF CHAIR** – Due to the resignation of Cllr Ryan in January 2020 a vacancy had arisen in the office of Chairman. Cllr Underwood was elected unanimously to chair the committee until the next annual council meeting.

SP18.19/20 **APOLOGIES** – Cllr Howells resignation from the Council was noted. Cllr Parkhurst was absent.

SP19.19/20 **DECLARATIONS OF INTEREST** – None.

SP20.19/20 **ELECTION OF VICE CHAIR** – Election of a vice chair was deferred to the Annual Council Meeting

SP21.19/20 **MINUTES** – It was agreed that Cllr Whittall had been in attendance at the meeting and her name was added to the attendance list. It was then proposed by Cllr Whittall, and seconded by Cllr Underwood that the minutes of the meeting held on 9 December 2019 with the above amendment be approved. *Cllr Jones abstained as he had not been present at the previous meeting.* The Chairman signed the minutes.

SP22.19/20 **REVIEW OF NALC MODEL EMPLOYMENT POLICIES** – Councillors had been provided with the following NALC template policies for review:

- Whistleblowing Policy
- Anti-harassment and Bullying Policy
- Disciplinary Policy
- Grievance Policy

It was **unanimously resolved to recommend that the model policies be adopted at the Annual Council Meeting without further amendment.**

SP23.19/20 **REVIEW OF PENSIONS DISCRETIONS POLICY** – The Committee considered a recommendation that the Council review discretion 3 – Flexible Retirement, which is currently not permitted.

Signed _____ Date _____

The Committee considered a report and **resolved unanimously to recommend the following policy be adopted:**

Pensions Discretions Policy 3 – Flexible Retirement:

'Bayston Hill Parish Council will not agree to flexible retirement except in circumstances where Bayston Hill Parish Council considers it is in its financial or operational interests to do so. Each case

- Will be considered on the merits of the financial and / or operational business case put forward,
- Will set out whether, in addition to any pre 1 April 2008 benefits, the member will be permitted, as part of the flexible retirement agreement, to take
 - a) All, some or none of their 1 April 2008 to 31 March 2014 benefits, and / or
 - b) All, some or none of their post 31 March 2014 benefits, and
- Will require the approval of the Staffing Committee
- Where flexible retirement is being considered, there must be a reduction of at least one grade or, in the case of working hours, be a minimum reduction in hours of (say, 20% - eg the equivalent of the hours for one working day)

Waiver of any actuarial reduction on flexible retirement –

Where flexible retirement is agreed, the benefits payable will be subject to any actuarial reduction applicable under the Local Government Pension Scheme Regulations and the Local Government Pensions Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014. Bayston Hill Parish Council will only waive any such reduction, in whole or in part, where it considers it is in its financial or operational interests to do so. Each case will be considered on the merits of the financial and /or operational business case put forward and will require the approval of the Finance Committee including, where the reduction is only to be waved in part, approval for the amount of reduction to be waived'.

SP24.19/20 **EXCLUSION OF THE PRESS AND PUBLIC** – The Committee resolved to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960, ss 1(2) so as to discuss confidential matters.

SP25.19/20 **STAFF MATTERS** – The Committee considered a request for flexible retirement. The Committee resolved to recommend the request be approved, subject to adoption of the revised pensions discretion policy.

The Committee considered the impact upon staff working patterns and made a recommendation for revised working hours, subject to staff consultation.

The meeting closed at 6:25pm.

Signed _____ Date _____