



MARY TAVY PARISH COUNCIL

24th March 2024

To: HR Committee members of Mary Tavy Parish Council

Cllr Dunn, Cllr Reid, Cllr Honey, Cllr Herbert

Dear Councillors,

You are hereby summoned to attend a **HR Committee** meeting of Mary Tavy Parish Council to be held in the **Reading Room on Thursday 28th March 2024 at 2.30pm**, for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

AGENDA

- HR.24/7 (1) Declarations of Interest and Requests for Dispensations**
To **declare** any disclosable pecuniary interests or any other interest which members may have in the following agenda items and **consider** any dispensation requests.
- HR.24/8 (2) To elect member to write meeting minutes**
To **elect** a member present at the meeting to write the minutes for the meeting.
- HR.24/9 (3) The Council is recommended to pass the following resolution:**
'To **resolve** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the remaining items of business as they involve the likely disclosure of confidential information.'
Reason: information about staff members is confidential.
- HR.24/10 (4) Admission to pension scheme and meeting minutes**
i) To **note** the admission of the role of Parish Clerk and the council to become members of a Pension Scheme and included in the Contract of Employment upon the recruitment of a new clerk in 2024 on the basis that the HR Committee's terms of reference included the power to set the Terms and Conditions of Employment.
ii) To **approve** providing a copy of any relevant HR committee meeting minutes to a pension provider to facilitate the pension process.
iii) To **designate** an employee as eligible to join the scheme and state by naming individual staff member that will be permitted to join, the parish council has one employee, the Parish Clerk (this action needs to be minuted and a copy provided to the pension provider).
iv) To **confirm** the date the council wishes the membership to commence from (this action needs to be minuted and a copy provided to the pension provider).
- HR.24/11 (5) Current pensions enrolment held by employee**

To **note** the Parish Clerk's current enrolment with a pension provider, the parish council is pending confirmation from the same pension provider that the parish clerk's existing pension can be either added to with contributions from the second employment with Mary Tavy Parish Council, or two pensions (products) could be held by the employee with the pension provider.

HR.24/12 (6) Request approval to become an eligible employer with a pension provider

- i) To **discuss** becoming an eligible employer with the LGPS Peninsula Pensions (Devon) and discuss any other pension provider as appropriate.
- ii) To **note** that Mary Tavy Parish Council is pending the decision from the Head of Pensions at Peninsula Pensions to be approved as an eligible employer (without any commitment at this stage to pursue/complete the process).

HR.24/12 (7) LGPS Pension contribution from employee

To **note** the pension contribution to be paid by the employee, confirmed by the current payroll provider that it is set on earnings and would be 5.5%.

HR.24/13 (8) LGPS Pension contribution from employer

To **discuss** the employer's pension contribution indicated (pending confirmation of the fund actuary certificate) by Peninsula Pensions of 21.9%.

(Each employer within the Local Government Pension Scheme (LGPS) has to pay contributions to cover the liability for their employees. The rate of contribution to be paid by each employer is assessed by the Scheme Actuary at the three-yearly valuation of the fund. If the Parish Council were to become an employer within the LGPS, they would be put in with all the other town and parish councils so would pay the current fund rate of 21.9%(DCC) of the employee's actual pensionable pay until the next valuation in 2026).

HR.24/14 (9) Purchasing a fund actuary certificate

- i) To **consider** the LGPS Peninsula Pensions Fund actuary can provide a certificate which includes a breakdown of the employer contribution rate which would take around 5 working days and would be charged a fee of £210 plus VAT for the certificate and **confirm** if the certificate is to be purchased.
- ii) If i) is approved to request this service from Peninsula Pensions and they will contact the actuary accordingly (Peninsula Pensions would also need a purchase order number for the actuary work).

HR.24/15 (10) Deduction of employee contributions & payroll

- i) To **note** that as the employer, the council would also be responsible for deducting the employee LGPS contributions from their actual pensionable pay and the rates for employees depends upon their salary. Please see Peninsula Pensions website [our website](#) for the current rates of employee contributions.
- li) To **note** Peninsula Pensions usually require the submission of a spreadsheet with the pension data included plus an additional completion of an online form.
- ii) To **note** the current payroll provider will make the deductions to payroll and produce a software produced pension report, some councils use this report to complete their own pension returns to the pension fund, or the payroll provider can complete this service and charges for the service.

iii) To **consider** our current payroll provider to make the LGPS pension returns to the pension fund for the employee, the fee for the current payroll provider to administer this for you will be £12 per month (£144 a year).

HR.24/16 (11) Roles & responsibilities under the LGPS

To **note** that if parish Council is accepted into the Devon Pension Fund, the parish council will have certain roles and responsibilities the council will need to fulfil as an employer within the LGPS Peninsula Pensions recommends that the council note the [New Employer Guidance on our website](#) to help the council understand its duties.

SIGNED *A Christie*

DATE: 24th March 2024

A CHRISTIE – PARISH CLERK

**Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.*