

MEETING OF MARY TAVY PARISH COUNCIL' HR COMMITTEE MEETING
HELD AT THE READING ROOM, MARY TAVY
ON 28TH MARCH 2024 AT 2.30PM

Present:

Cllr J Dunn Cllr P Reid
Cllr D Herbert
Cllr J Honey

The meeting was chaired by Cllr Dave Herbert

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. There were no declarations of interest.

HR.24/8 (2) To elect member to write meeting minutes

Cllr Jane Honey was elected to write the meeting minutes.

HR.24/9 (3) The committee resolved 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 involved 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) It was noted 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) It was approved that a copy of any relevant HR committee meeting minutes be provided to a pension provider to facilitate the pension process.

iii) Amy Christie, parish clerk, has been designated as an employee eligible to join the scheme, the parish council's only employee. HR committee minutes may be provided to the pension provider.

iv) The date the council wishes the membership to commence from shall be the date the parish clerk, Amy Christie, became employed by the council and contributions backdated to this date OR the date the plan is put into place. HR minutes to this effect will be provided to the pension provider.

Proposed by Cllr Reid, seconded by Cllr Dunn. All in favour.

HR.24/11 (5) Current pensions enrolment held by employee

It was noted that 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) The committee discussed pension provision from LGPS Peninsula Pensions (Devon). It was felt the expenditure involved in this scheme would be expensive for a very small parish council - Cllr Herbert to contact Peninsula to ascertain whether there is a 'sliding scale' for contributions dependant on the size of the parish council. Cllr Herbert to contact DALC for advice on alternative pension providers and any other sources of information as appropriate.

ii) It was noted 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

It was noted the pension contribution to be paid by the employee, confirmed by the current payroll provider, that it is set on earnings, would be 5.5%.

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

The employer's pension contributions were discussed by the committee but at this stage no decision could be made pending further information.

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

i) **Cllr Herbert to seek clarification from DALC and Peninsula Pensions as to whether the council actually needs a fund actuary certificate.**

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

i) It was noted 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.

ii) It was **noted that** Peninsula Pensions usually require the submission of a spreadsheet with the pension data included plus an additional completion of an online form.

iii) It was noted that 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.

iv) Where possible the council would wish to use its current payroll provider, however, the council would prefer, if there need to be monthly returns, the council would like to investigate whether this could be done 'in house'.

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

It was noted that if parish council was accepted into the Devon Pension Fund, the parish council will have certain roles and responsibilities it would need to fulfil as an employer.

The meeting finished at 3.15pm