

ETWALL PARISH COUNCIL

Minutes of a meeting of the Finance Committee
held on Monday 19th January 2015 in the Frank Wickham Hall

Present: Cllr Ireland (Chairman))
Cllr B Payton (Vice Chair)) Committee members
Cllr Warburton)
Cllr Muller)
Cllr I Bennett)

Cllr D Neal Non-Committee members

- 274 **Apologies for Absence** – Cllr Day, Cllr Cresswell and Cllr Bennett
- 275 **Declaration of Interest** – All Members of Etwall Parish Council attending this meeting, being automatically Trustees of the Frank Wickham Hall Charity, declared their interest.
- 276 **Minutes of Meeting held on 17th November 2014** – Already approved at the full council meeting.
- 277 **Public Speaking** – No members of the public present
- 278 **Risk Assessment Update** – The risk assessment was updated as per the attached. The Clerk to give the password to computer back-ups to Chair and Chair of Finance Committee.
- 279 **Review of the Effectiveness of the Internal Auditor** – A review of the effectiveness of the internal auditor was undertaken and the attached document was to be recommended to full council for approval.
- 280 **Resolution** – It was resolved that in view of the confidential nature of the following business (in respect of the personal situation of an employee which could result in legal proceedings) the public and press be excluded from the remainder of the meeting.
- 281 **Employee Holiday Payments** – In view of a recent decision by an Employment Appeal Tribunal relating to the calculation of Employees holiday payments, it was decided to recommend to full council that employees' holiday pay be calculated as the average of the previous 12 weeks' pay, including overtime, with immediate effect.
- 282 **Employee Working Hours** – The current employee working hours were explained to members and it was decided to recommend to full council that an adjustment be made to correct a small anomaly in this arrangement.
- 283 **Implementation of NJC Pay Award** – It was decided to recommend to full council that the Parish Council adopt the NJC (National Joint Council for Local Government Services) Pay Scales (SCP Range 4 to 14) for employees other than the Clerk, and that the employees be transferred onto the NJC Pay Scale at SCP 5 from 1st April 2015 with progression to SCP6 on 1st October 2015, and that the Contracts of Employment be amended accordingly.
- 284 **Date of Next Meeting** – to be advised.

Signed:

Date: