

# PAPWORTH EVERARD PARISH COUNCIL

**Human Resources Committee Meeting  
To Be Held On the 1<sup>st</sup> October 2014  
in the Parish Council Meeting Room,  
Upper Pendrill Court, Ermine Street North**

At 7.30 pm

All members of the Human Resources Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.



Tess Rogers – Clerk  
24.09.2014

## AGENDA

- 01/10/14      Apologies for absence**
- 02/10/14      Declarations of pecuniary interest**
- 03/10/14      To approve the minutes of the meeting held on the 27<sup>th</sup> November 2014**
- 04/10-14      Matters arising or carried forward from the previous meeting(s)**  
04/10/14.1      To accept the amended risk assessment for the clerk's position – following amendments made to the document at the last meeting, approval of the finished document is required. However this will require further amendments once the parish council office is situated in the village hall.
- 04/10/14.2      A decision is required regarding contributions towards staff pensions. This item was deferred at the last meeting pending information requested from CAPALC.
- 05/10-14      Upon the resignation of Linda Weaven as litter picker, a decision is required regarding this position and that of the current incumbent who is standing in on a temporary basis and is on the parish council payroll. The committee needs to take a general view of the position and to consider the contract.**
- 06/10-14      To consider and agree upon a job description and personal specification for the role of caretaker for the village hall upon its' reopening following the renovation project.**  
By the time this meeting takes place Chris Howlett and Tess Rogers will have reviewed some examples of such a position and will either have circulated a draft to the committee or table such at the meeting.
- 07/10-14      To consider a job description and specification for a bookings clerk for the village hall upon its' reopening following the renovation project.**
- 08/10-14      To consider the adoption of the sample lone working policy.**
- 09/10-14      To consider the adoption of the sample vulnerable persons policy statement and procedures.**

**10/10-14**      **Arrangements for annual staff appraisals.**

**11/10-14**      **Matters for future consideration**

**12/10-14**      **Date of next meeting**

Close of meeting