

Papworth Everard Parish Council
Human Resources Committee meeting Wednesday 27th November 2013.
To Be Held in the offices 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
21st November 2013

AGENDA

- 01/11-13 Apologies for absence**
- 02/11-13 Declarations of pecuniary interest**
- 03/11-13 To approve the minutes of the meetings held on the 15th May and 21st August 2013.**
- 04/11-13 Matters arising or carried forward from the previous meeting(s)**
- 04/11-13.1 A review of a neighbouring parish council's staff handbook was undertaken by Chris Howlett and Tess Rogers. Certain amendments were made to adapt this for the use of Papworth Everard Parish Council. The amended staff handbook is available to this committee for a recommendation to be made to the full council, at its next meeting, for the adoption of same.
- 04/11-13.2 A review of a neighbouring parish council's Statement of Particulars was undertaken by Chris Howlett and Tess Rogers. Certain amendments were made to adapt this for the use of Papworth Everard Parish Council. The amended document is available to this committee for a recommendation to be made to the full council, at its next meeting, for the adoption of same.
- 04/11-13.3 A discussion is to be held regarding the Parish Council making contributions into a staff pension scheme(s) with a view to making a recommendation to this end at the next Parish Council meeting.
- 05/11-13 The youth workers are now employed by the West Cambridge Christian Youth Ministry (WYCCM). This committee is asked to consider the salaries being recommended for our youth workers by the WCCYM, prior to invoices being sent for their hours worked at Papworth.**
- 06/11-13 The National Joint Council (NJC) for Local Government Services has reached agreement on the pay scales for 2013-14. Consequently the National Association of Local Councils and Society of Local Council Clerks jointly recommend that the salary scales of all full time and part time clerks be adjusted in accordance with the new spinal column points. The new rates should be applied from 1st April 2013.**
This requires a recommendation to be made to the full Parish Council, at their next meeting, for approval of the increase plus any back pay due.

- 07/11-13** **Arrangements for staff annual appraisals are required.**
- 08/11-13** **To discuss the contract under which the litter picker operates.**
- 09/11-13** **To review the risk assessment for the clerk's position.**
- 10/11-13** **Matters for future consideration**
- 11/11-13** **Date of next meeting**

Close of meeting