

PAPWORTH EVERARD PARISH COUNCIL

Papworth Village Hall, Ermine Street South, Papworth Everard

HR COMMITTEE

Minutes of the HR Committee Meeting held at 7.30pm on 1st March 2017 in the Seminar Room, Papworth Village Hall.

Present: Pete Cruse (PC) Chairman, Barry Hume (BH), Chris Howlett (CH)

In Attendance Sarah Cruse (SLC) Clerk

HR 01/03-17 Apologies for absence

Apologies received from Paul Hicks

HR 02/03-17 Declarations of pecuniary interest – None

HR 03/03-17 To approve the minutes of the meeting held on the 5th October 2016

It was resolved to accept the minutes as being a true record of the meeting held on 5 October 2016 (Proposed BH, Second CH Agreed All)

HR 04/03-17 To receive an update on the next steps regarding the new laws relating to employers providing a work place pension scheme.

PC had engaged with Enrol My Staff – specialists in Auto Enrolment Pension Schemes as recommended by CAPALC. He presented comparisons between pensions providers. Having considered the offerings from each provider it was resolved to select SMART Pensions as the chosen provider and to recommend this to the Parish Council for approval. It was further resolved to recommend that Enrol My Staff handle the set-up of the scheme at a cost of £600.00 + VAT
Proposed PC Seconded CH Agreed All.

It was agreed that it would be more cost effective for LGS Services to undertake the pension administration as part of the payroll function rather than purchase the necessary software and do it in-house.

HR 05/03-17 To approve the lone workers policy and recommend for acceptance by the Parish Council

The lone working policy was reviewed and it was resolved to adopt the policy. Proposed PC, Seconded BH, Agreed All. It was noted that the policy is specific to working at the Village Hall. The Clerk will investigate whether a separate policy is required for lone workers at the play area, playing fields and cemetery.

HR 06/03-17 To review and recommend approval of the existing Grievance and Disciplinary Procedures to the Parish Council

The existing Grievance and Disciplinary procedures were review and accepted as fit for purpose. To be reviewed again in two years' time. Proposed PC, Seconded BH, Agreed All.

HR 07/03-17 Training Update – Clerk and Councillor training

Budget has previously been agreed by the Parish Council (Minute 136/11-16)
The Clerk will book her place on the CiLCA Training Course (commencing 5 April 17)
The Clerk will also look to book a suitable date in the dairy for Councillor Training, This will be opened up to councillors from other Parish Councils to attend (via CAPALC)

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HR 08/03-17 To review appraisal documents and consider the 2016/17 appraisal process.
The existing appraisal documents are very lengthy and not ideal for use. The Clerk provided some sample documents for review and a suitable document was identified. The Clerk will amend the form as necessary and circulate. It was agreed that this form should be used in conjunction with a self-appraisal form - the Clerk will circulate a template for approval.

Appraisals are required for the Assistant Clerk (CT), Caretaker (MV) and Clerk. The Clerk will schedule suitable dates for the appraisals to take place. Appraisals for CT and MV to be conducted by CH and SLC and the Appraisal for the Clerk to be undertaken by CH and ANOther.

HR 09/03-17 Date of next meeting:
Wednesday 3 May at 7.30pm

Close of meeting
The meeting was closed at 9.00pm

Signed:

Date:

Pete Cruse
Chairman, HR Committee
