STILTON PARISH COUNCIL

www.stiltonparishcouncil.org

Parish Clerk: Julianne Lawrence
The Parish Room, Church Street, Stilton
clerk@stiltonparishcouncil.org

To: Members of The Human Resources, Policies and Procedures committee of Stilton Parish Council

Sir/Madam

You are hereby summoned to attend the meeting of **the Human Resources, Policies and Procedures committee** to be held on **Monday 12 April**, remotely via Zoom at 9pm.

Julianne Lawrence

Julianne Lawrence
Parish Clerk

05 April 2021

AGENDA

HRPP1/04/21 APPOINT A NEW CHAIRMAN
Following Cllr Bull's resignation as Chairman, members to elect a new Chairman to take position with immediate effect.

HRPP2/04/21 APOLOGIES FOR ABSENCE
To receive and accept apologies for absence.

HRPP3/04/21 DECLARATIONS OF INTEREST
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.

HRPP4/04/21 MINUTES
To approve as a correct record the Minutes of the HRPP committee meeting held on Tuesday 21 July 2020 and to be signed by the Chairman when safe to meet in person again.

HRPP5/04/21 TERMS OF REFERENCE
Members to review the committee's Terms of Reference and those of the AMC, FGPC committees and Child's and Youth's Sub-committee ready for recommendation to the Annual Meeting of the Parish Council on 04/05/21.

HRPP6/04/21 POLICIES AND PROCEDURES

The committee to review …
a) Health and Safety policy - Pavilion
b) Standing Orders
c) Code of Conduct
d) Grant Awarding policy
e) Co-option policy
f) Complaints policy and Complaints procedure
g) Risk Assessment – PC
h) Publication scheme/Freedom of Information policy/FOI form
i) Infectious Disease policy
j) Equality and Diversity policy
k) Green Space strategy
l) PC Constitution

The following policies to be considered for recommendation to the Parish Council at the next meeting on 13/04/21 …
m) Grievance policy
n) Disciplinary policy
o) Dignity at Work policy
p) Appraisal policy
q) Homeworking policy
r) Health and Safety policy – PC
s) Data Protection policy.

HRPP7/04/21 COUNCILLOR TRAINING

Committee to consider Cemetery training for Cllr Ayres (£120) and Code of Conduct training for Cllr Bull (£40) for recommendation to the PC at the meeting on 13/04/21.

HRPP8/04/21 STAFF HOURS, CONTRACTS AND JOB DESCRIPTIONS

Clerk to outline amendments to staff contracts (as discussed at the yearly appraisals held on 23/02/21) and changes to job descriptions. Members to consider if currently staffing hours allocated are sufficient and if the PC should place all staff on the NJC pay scale with a SCP with incremental yearly increases (any changes to be recommended to the PC at the next meeting on 13/04/21.)

HRPP9/04/21 DATE OF NEXT MEETING

Next meeting date to be set.