



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 11 April 2022**, at the Parish Room at 7pm.

Julianne Lawrence
Parish Clerk

04 April 2022

AGENDA

HRPP1/04/22 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

HRPP2/04/22 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.

HRPP3/04/22 MINUTES

To approve as a correct record the Minutes of the HRPP committee meeting held on Monday 31 January 2022 and to be signed by the Chairman.

HRPP4/04/22 TERMS OF REFERENCE

Members to review the committee's Terms of Reference.

HRPP5/04/22 POLICIES AND PROCEDURES

The committee to review ...

- a) Health and Safety policy - Pavilion
- b) Code of Conduct
- c) Grant Awarding policy
- d) Co-option policy

- e) Complaints policy and Complaints procedure
- f) Publication scheme/Freedom of Information policy/FOI form
- g) Equality and Diversity policy
- h) Green Space strategy
- l) PC Constitution
- j) Grievance policy
- k) Disciplinary policy
- l) Dignity at Work policy
- m) Appraisal policy
- n) Homeworking policy
- o) Health and Safety policy – PC
- p) Data Protection policy
- q) Community Engagement policy
- r) CCTV policy
- s) Social Media policy
- t) Communication policy

HRPP6/04/22 STAFF HOURS, CONTRACTS AND JOB DESCRIPTIONS

- a) Clerk to outline amendments to staff contracts (as discussed at the yearly appraisals held on 01/03/22)
- b) Pavilion Administrator overtime to be detailed to set up the new Pavilion Booking system for approval at the PC meeting on 12/04/22.

HRPP7/04/22 DATE OF NEXT MEETING

Next meeting date to be set.