



STILTON PARISH COUNCIL



Minutes of the Parish Council's Human Resources, Policies and Procedures Committee meeting held at the Parish Room on Monday 31 January 2022 at 7pm.

Present:

Councillors: Angus, Ayres, Dorling and J Leonard.

Clerk: Lawrence

Others: Cllr O Leonard (ex officio)

HRPP1/02/22 APPOINT A CHAIRMAN FOR THE ENSUING YEAR 2021-22

Cllr Ayres accepted the nomination (by Cllr J Leonard, seconded by Cllr Angus) to be chairman for the ensuing year 2021-22. **All in favour**

HRPP2/02/22 APOLOGIES FOR ABSENCE

Cllr Bull sent apologies (personal reasons - accepted by council). Cllr Lockyer was also absent.

HRPP3/02/22 DECLARATIONS OF INTEREST

There were no declarations of interest made.

HRPP4/04/22 MINUTES

Resolved That the minutes of the meeting held on Tuesday 12 April 2021 be confirmed as a correct record and were signed by the chairman.

HRPP5/02/22 ANNUAL STAFF APPRAISALS

Members discussed the appraisal panel, date/time of the annual appraisals and confirmed the appraisal form to be used.

Resolved

HRPP5/02/22.1 The appraisal panel to comprise the clerk and a combination of Cllrs Ayres and J Leonard for the Pavilion Administrator and Village Caretaker

HRPP5/02/22.2 The appraisal panel to comprise Cllrs Ayres and J Leonard for the clerk

HRPP5/02/22.3 Appraisals to be carried out on Tuesday 1 March 2022 from 2pm at the Parish Room

HRPP5/02/22.4 The CAPALC appraisal form to be used for this year's appraisals.

HRPP6/02/22 HEALTH AND SAFETY

The clerk provided an update on health and safety concerns and members considered how to address general maintenance needs at the Pavilion/around the village.

HRPP7/02/22 COUNCILLOR TRAINING

Members considered the need for increased training (as outlined in the Action Plan) and in order to increase familiarity with the new Code of Conduct.

Resolved

Code of Conduct training to be addressed after the council's May elections to encompass new councillors – clerk to research in advance.

HRPP8/02/22 POLICIES

Committee discussed the effectiveness of current policies and procedures, additional policies were highlighted alongside the need to update current policies.

Resolved

HRPP8/02/22.1 Clerk to forward HDC's procurement policy to Cllr Angus with a view to developing a procurement policy for SPC

HRPP8/02/22.2 Policies to be considered at an informal meeting prior to the Annual Meeting of the Parish Council.

HRPP9/02/22 NEXT MEETING

Next HRPP meeting to take place on Monday 11 April 2022 at 7pm.

The meeting finished at 19:48