

PAPPLEWICK PARISH COUNCIL

Minutes of the HR Committee meeting held at
Brooke Farm, Linby on 2nd November 2015 at 7.30 pm.

Present:

Cllr Carolyn Hesketh
Cllr Stephen Walker
Cllr Hilary Espley
Cllr Nigel Penlington
Liz Gretton (Clerk)

Absent: Nil

Parishioners: Nil

The meeting commenced at 7.35pm

Minute

No.

1/15

1. APPOINTMENT OF CHAIR AND VICE CHAIR

It was agreed Cllr Hesketh be appointed Chair, and Cllr Walker Vice Chair

2/15

2. APOLOGIES FOR ABSENCE

None

3/15

3. DECLARATIONS OF INTEREST

None

4/15

4. AGREE TERMS OF REFERENCE

The following terms were discussed and agreed by all Committee members:

4a

Reviews/Appraisals - To be held annually in March

4b

Confidentiality - Matters of policy including agreements on salary banding would be open to the public and press. Matters of a personal nature including matters such as grievances and disciplinary matters would remain confidential. This also applies to the minutes which would be written in two halves; one for public notification the other to be held confidentially

4c

Line Manager for the Clerk - Cllr Hesketh was appointed

- 4.d Pay and Conditions - Clerk salary to follow the national pay scales for clerks as recommended by NALC (National Association of Local Councils). The HR Committee agreed to keep up to date with legislation and advise the Full Council on relevant matters.
- 4.e Record Keeping - The Clerk to take responsibility for the safe keeping of records and personnel files adhering to the Committee's confidentiality policy
- 4.f Compliance with legislation - The Committee agreed to adhere to employer legislation ensuring all relevant documentation and policies are in place
- 4.g Risk Assessment for home-workers - It was agreed the Clerk will carry out a risk assessment of the relevant work space on an annual basis or as required to ensure that health and safety regulations are complied with.
- 4.h Insurance - As recommended by NALC (National Association of Local Councils) The Parish Council should be responsible for ensuring employers' and public liability insurance is in place to cover employees working from home.
- 4.i Employee Vetting - The Line Manager agreed to take responsibility for validating the Clerk's passport, driving licence and insurance documentation.

5/15 REGISTRATION OF PAYE SCHEME AND RTI FILING UPDATE

The Clerk confirmed to the Committee that Papplewick Parish Council has now been set up as a PAYE Employer with HMRC. The Clerk's wages are reported in real time on a monthly basis with copies of pay advice slips filed.

6/15 PENSION PROVISION REQUIREMENTS / IDENTIFY NEXT STEPS

The Clerk advised the Committee on a new law called Auto-enrolment where employers are required to automatically enroll workers into a workplace pension assuming they meet the requirements set out by government. Papplewick Parish Council need to offer enrolment to all staff, however, they would only need to contribute to a pension if the employee meets all the requirements. The Clerk advised the process as follows:

November 2015: Confirm a contact with the Pensions Regulator for future correspondence and guidance. The Clerk agreed to be the contact at this point.

July 2017: The HR Committee to review all staff and confirm eligibility into the scheme

October 2017: Staging Date. Send out letters to all staff (template available on the Pensions Regulator website)

28th February 2018: Complete a Declaration of Compliance (online form submission)

It was agreed that the above be discussed in detail at the HR Committee meeting in March 2017.

7/15 AGREE SCHEDULE FOR FUTURE MEETINGS

Next meeting to be held March 2016.

8/15 AOB

None

The HR Committee agreed to meet annually, with the next meeting in March 2016.

The meeting ended at 20:10.

Signed Chair _____