



Meeting (No) **Human Resources Committee (1)**
Time & Date **21st June 2016 at 6pm**
Place **Neston Town Hall**
Document **Minutes**

Present: Cllrs Fleetwood, Marlow, Lloyd and Shipman, and Mrs A Kunaj (Town Clerk)

In attendance: Mr S Jones, Ariadne Associates, Human Resources adviser to the Council.

PART 1: Items considered in the presence of the press and public

1 Election of Chairman

Resolved: To elect Cllr Lloyd as Chairman of the Human Resources Committee to serve until the first meeting of the Human Resources Committee in the new Council year

2 Questions and comments from residents: None.

3 Election of Vice Chairman

Nominations were not tabled.

4 Apologies for absence

Resolved: To accept apologies from Cllr Pilley (personal)

5 Declarations of Interest: None.

6 Minutes of the last meeting

Resolved: To approve minutes of meetings held on 16th May 2016. The Chair signed the minutes.

7 Clerk's Report HR1/7 was received, additional items were noted:

A Staff Meeting has been arranged for Thursday 23rd June

New Staff inductions have been scheduled for Friday 1st July

Town Centre Manager Handover a document has been produced and provided to the Clerk.

Market Seminar at Ludlow a free place has been booked.

8 HR Committee Budgets

The budget to 14.06.16 was considered.

A review of the salaries, travel and training budget was required.

9 Staff Training

The options and cost implications for training for Finance Manager were considered. Omega New User Training was deferred for the present time.

10 Pensions

a Pension Authorisation forms

- **Resolved:** That all HR committee members and the Town Clerk be authorised signatories for all Cheshire Pension fund notification forms.

- **Resolved:** That Council's Payroll contractor Dave Scott, of Hailwood & Co, Chartered Accountants, be authorised to submit the end of year pension contribution forms.

Chairman's initial CAE Date 27/6/16

b Cheshire Pension Fund Administration Strategy

Resolved: To appoint Mrs C Mottershead, Finance Manager, as the named individual to act as the main point of contact with regards to any aspect of administering the LGP as outlined in the Cheshire Pension Fund Administration Strategy.

c Cheshire Pension Fund Internal Dispute Resolution Procedure (CPFIDRP)

i. The CPFIDRP members guide and procedure was received.

ii. **Resolved:** To appoint Mr S Jones, of Ariadne Associates as the named individual to consider appeal cases at Stage 1 of the CPFIDRP.

d Local Government Pension Scheme, Pensions Discretion Policy

i. Members considered the report HR1/10di and

ii. **Resolved:** To approve the statements within the document HR1/10dii Employer Pension Discretions Policy Statements for Employees.

11 Committee meeting dates

The Human Resources Committee meeting dates, 27/9/16, 15/11/16 and 07/02/17 as published on the town council's schedule of meetings were confirmed.

12 Other Items: None.

13 Next meeting was confirmed as 27th September 2016

14 Exclusion of the Press and Public

Resolved: To exclude the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PART 2: Items considered in the absence of the press and public

15 Staff Training

It was agreed that the staff training request, broadly supported, would be considered following a performance review in September.

Meeting closed at 6.35pm

Chairman's signature  Date 27/9/16.