NORTHAW & CUFFLEY PARISH COUNCIL

7 Maynard Place, Cuffley, Herts, EN6 4JA
Telephone: 01707 875825

2024-25 Item 51

REDACTED MINUTES OF THE NORTHAW & CUFFLEY PARISH COUNCIL STAFFING COMMITTEE MEETING HELD in the PARISH OFFICE MEETING ROOM at 7 MAYNARDS PLACE, CUFFLEY EN6 4JA on Friday 11th October 2024, 10am

Members in attendance	
Cllr C Burrows	Cllr D Sive (Chair)
Cllr B Roberts	Clerk to the Council, Mrs L Peters

24/25 HR-09	**APOLOGIES & ANNOUNCEMENTS** The absence of Councillor Henderson was noted. The Clerk was asked to carry out the action as discussed and agreed.
24/25 HR-10	**DECLARATIONS OF INTEREST** None declared
24/25 HR-11	**QUESTIONS FROM THE PUBLIC** No public in attendance
24/25 HR-12	**MINUTES OF PREVIOUS MEETING OF HR COMMITTEE** Both full and redacted minutes of the previous meeting held 12th August 2024 were noted as circulated. No changes were suggested, minutes presented were duly proposed, seconded and unanimously **RESOLVED** by a show of hands to be a true and accurate record of the meeting. The redacted minutes would be placed on the next Parish Council agenda in November for Council to note. **Motion carried.**.
24/25 HR-13	**GOVERNANCE** The following policies were noted as circulated and each were reviewed in detail: **a) Staff and councillor training policy** The policy was noted as circulated. The Clerk was asked to carry out the action as discussed and agreed. Subject to the amendment the policy was duly proposed, seconded and unanimously **RESOLVED** to be adopted for a period of 3 years with a review scheduled for October 2027. **Motion carried** **b) Dignity at Work policy** The policy was noted as circulated. There were no recommended changes to the drafted policy. It was duly proposed, seconded and unanimously **RESOLVED** that this policy be adopted for a period of 3 years with a review scheduled for October 2027 **Motion carried** **c) Staff Code of Conduct** The policy was noted as circulated. The Clerk was asked to carry out the action as discussed and agreed. Subject to the amendment the policy was duly proposed, seconded and unanimously **RESOLVED** to be adopted for a period of 3 years with a review scheduled for October 2027. **Motion carried** **d) Lone working policy and procedure** The policy was noted as circulated. There were no recommended changes to the drafted policy. It was duly proposed, seconded and unanimously **RESOLVED** that this policy be adopted for a period of 3 years with a review scheduled for October 2027 **Motion carried** **e) Working from home policy and procedure** The policy was noted as circulated. The Clerk was asked to carry out the action as discussed and agreed. Subject to the amendment the policy was

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	duly proposed, seconded and unanimously **RESOLVED** to be adopted for a period of 3 years with a review scheduled for October 2027. **Motion carried** **f) Home working policy and procedure** The policy was noted as circulated. The Clerk was asked to carry out the action as discussed and agreed. . Subject to the amendment the policy was duly proposed, seconded and unanimously **RESOLVED** to be adopted for a period of 3 years with a review scheduled for October 2027. **Motion carried** **g) Appraisal Policy and Forms 2024/25** The policy was noted as circulated. There were no recommended changes to the drafted policy. It was duly proposed, seconded and unanimously **RESOLVED** that this policy be adopted for a period of 3 years with a review scheduled for October 2027. The Clerk was asked to carry out the action as discussed and agreed by the end of the Council year in March 2025. **Motion carried.** *10.50am Councillors duly proposed, seconded and unanimously RESOLVED to enter a closed confidential session due to the confidential staff matters to be discussed. There was a comfort break taken for refreshment.* *Meeting recommenced at 11.15am*
24/25 HR-14	**REQUEST FOR HOURS INCREASE** The Clerk was asked to carry out the action as discussed and agreed.
24/25 HR-15	**FLEXIBLE WORKING REQUEST** The Clerk was asked to carry out the action as discussed and agreed.
24/25 HR-16	**NCPC STAFFING BUDGET 2025/26** The Clerk was asked to carry out the action as discussed and agreed.
24/25 HR-17	**CONFIDENTIAL STAFF MATTERS UPDATE** The Clerk was asked to carry out the action as discussed and agreed.

Meeting closed at 12.15pm
L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 21/10/2024
Redacted version noted by Council 13/11/2024

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