



NORTHAW & CUFFLEY PARISH COUNCIL

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

**CONFIDENTIAL 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 Monday 12th August 2024, 7pm**

24-25 HR 12

Members in attendance	
Cllr C Burrows Cllr B Roberts	Cllr D Sive (Chair) Clerk to the Council, Mrs L Peters
24/25 HR-01	APOLOGIES & ANNOUNCEMENTS The absence of Councillor Henderson was noted.
24/25 HR-02	DECLARATIONS OF INTEREST None declared
24/25 HR-03	QUESTIONS FROM THE PUBLIC No public or others in attendance <i>Committee members RESOLVED unanimously to enter closed session at 7.06pm</i>
24/25 HR-04	EMPLOYEE HANDBOOK The handbook was noted and the Parish Clerk was asked to review and update policies as required.
24/25 HR-05	REQUEST FOR HOURS INCREASE The report was noted as circulated. After debate and questions on the report the Committee felt they would like more information and instructed the Clerk to arrange a meeting with Line Manager included. Decision deferred.
24/25 HR-06	FLEXIBLE WORKING REQUEST The report was noted as circulated. After debate and questions on the report the Committee felt they would like to discuss aspects of the request in more detail. Committee instructed a meeting to be scheduled. Decision deferred.
24/25 HR-07	CLERK/RFO CONTRACT After debate it was duly proposed, seconded and unanimously RESOLVED by a show of hands to recommend to the Parish Council that the Parish Clerk/RFO be employed on a permanent employment contract. This would be the recommendation for the Parish Council meeting being held in September 2024. Motion carried Amendments to the employment contract were noted and the Clerk was instructed to carry out the action as agreed.
24/25 HR-08	CONFIDENTIAL STAFF MATTERS UPDATE Committee noted that the staff salary increases had been delayed as a result of union action and would likely be confirmed by end of the calendar year. The Clerk was instructed to carry out the action as agreed.

Meeting closed at 8.25pm

L Peters LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 21/08/2024

Redacted version noted by Council 13/11/2024