



# 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 12<sup>th</sup> August 2024, 7pm**

<b>Members in attendance</b>	
Cllr C Burrows Cllr B Roberts	Cllr D Sive (Chair) Clerk to the Council, Mrs L Peters
<b>24/25 HR-01</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> The absence of Councillor Henderson was noted.
<b>24/25 HR-02</b>	<b>DECLARATIONS OF INTEREST</b> None declared
<b>24/25 HR-03</b>	<b>QUESTIONS FROM THE PUBLIC</b> No public or others in attendance <i>Committee members <b>RESOLVED</b> unanimously to enter closed session at 7.06pm</i>
<b>24/25 HR-04</b>	<b>EMPLOYEE HANDBOOK</b> The handbook was noted and the Parish Clerk was asked to review and update policies as required.
<b>24/25 HR-05</b>	<b>REQUEST FOR HOURS INCREASE</b> 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.
<b>24/25 HR-06</b>	<b>FLEXIBLE WORKING REQUEST</b> 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.
<b>24/25 HR-07</b>	<b>CLERK/RFO CONTRACT</b> After debate it was duly proposed, seconded and unanimously <b>RESOLVED</b> 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. <b>Motion carried</b> Amendments to the employment contract were noted and the Clerk was instructed to carry out the action as agreed.
<b>24/25 HR-08</b>	<b>CONFIDENTIAL STAFF MATTERS UPDATE</b> 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