



NORTHAW & CUFFLEY PARISH COUNCIL

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

Summons issued 6th August 2024

To Members of the Parish Council HR Committee,
Councillors, Christine Burrows, John Henderson, Ben Roberts and David Sive.

You are summoned to attend the meeting of **Northaw & Cuffley Parish Council Staffing Committee** that will be held in the Parish Office meeting room, Maynard Place, Cuffley EN6 4JA on **Monday 12th August 2024** at 7pm. Your presence is summoned for transacting the business outlined below.

The meeting is open to all members of Council, the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public and press are excluded.

Lisa Peters LCGI PSLCC CPFA CiLCA
Clerk to Northaw & Cuffley Parish Council

AGENDA

- 24/25 HR-01 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence
- 24/25 HR-02 DECLARATIONS OF INTEREST**
To receive declarations of interest from members regarding items on the agenda
- 24/25 HR-03 QUESTIONS FROM THE PUBLIC**
Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes

The Committee are recommended to resolve under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and public and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

- 24/25 HR-04 REQUEST FOR HOUR INCREASE**
Committee to review a report prepared after request to the Parish Council for an increase in hours. Committee will make a decision which will be reported to the Parish Council at their next meeting.

24/25 HR-05

FLEXIBLE WORKING REQUEST

Committee to review a report prepared after a flexible working request. Committee will make a decision which will be reported to the Parish Council at their next meeting.

24/25 HR-06

CLERK/RFO CONTRACT

Committee to review the current contract and make recommendations to the Parish Council at their next meeting. Any decision on this item must be resolved by the Parish Council.

24/25 HR-07

CONFIDENTIAL STAFF MATTERS

- The Parish Clerk will offer a verbal report on staffing in 2024/25 and any confidential matters that the Committee should be made aware of.

The below list of papers were all issued with the summons to all Councillor members of this Committee and where stated and if possible have been placed on the Parish Council website at <https://northawcuffleypc.org.uk/>.

All papers issued have been reviewed and approved by the Parish Clerk/RFO.

Item HR-04 Hour increase request report and recommendation

Item HR-05 Flexible Working Request report and recommendation

Item HR-06 Clerk/RFO Contract