

CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



Item HR006: Consider Forming an HR Working Party

Currently the HR Committee is scheduled to meet once a year.

Looking at the Terms of Reference and Scheme of Delegation the main reason for this committee is to deal with escalated issues of grievance and disciplinary matters.

It would be beneficial to hold HR working party meetings at a regular period of every 3-4 months to have an opportunity to review any new requirements or issues on a more informal basis, without the need for an agenda to be created and the official 3 clear days notice to be given.

On this basis once the working party conversations had been held, an HR Committee meeting could be scheduled if required to agree and formalise any outcomes as necessary.

Sam Heynes
Parish Clerk