

CUCKFIELD PARISH COUNCIL

The Queen's Hall, High Street, Cuckfield, West Sussex, RH17 5EL



HR Committee

Minutes of a Meeting held at 8.15pm on 23rd July 2020

Present: Mr A Burton (Chairman), Mrs A King and Mr S Oversby-Powell

In Attendance: Mrs J Butler, Mrs S Heynes (Clerk) and Mrs C Jermyn

HR003 Apologies for absence

None

HR004 Declarations of interest

None.

HR005 To approve the minutes of the meeting held on 23rd December 2019

The minutes of the meeting of the 23rd December 2019 were taken as read and confirmed as a true record.

HR006 To review and recommend approval of the updated Scheme of Delegation

The updated Scheme of Delegation was recommended for approval at the next Full Council meeting.

HR007 To consider forming an HR working party

The committee agreed to form a HR working party consisting of Andy Burton and Andrea King. The Clerk was instructed to produce a terms of reference and schedule regular meetings throughout the year.

Mrs Butler and Mrs Jermyn left the meeting.

HR008 Confidential Business: Staff Matters

Committee resolved to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted.

- i) To receive a report on staffing matters.
Committee noted the report, and requested an additional objective be added for the Operations Officer and the Admin Assistant, subject to their agreement after discussion with the Clerk.
- ii) To review proposed pay increases for staff.
All recommended pay rises were noted, effective from 1st July 2020. The Clerk was instructed to write to all staff to advise of this. The NALC cost of living increase was still being negotiated and would be backdated to 1st April 2020 for all staff once it had been agreed.
- iii) To consider increasing the Clerk's hours from 25 to 28 hours per week.
The Committee agreed with the proposal to increase the Clerk's hours to 28 per

week, and the Clerk was instructed to add this to the next Full Council meeting for ratification.

HR009 To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. **Such matters would be for noting only or deferral to a future meeting only.**
None.

The meeting closed at 9.25pm

Signed_____