Hampstead Norreys Parish Council

MINUTES OF THE HR COMMITTEE MEETING

Minutes of the Full Council Meeting held on Monday 11th November 2024. Held in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:45 pm.

Members Present:	Councillor Stephen Miller - Chair Councillor Toby Harris - Deputy Chair Councillor Ros Maskell
Members Absent:	None
Officers Present:	Sarah Marshman, Clerk
In Attendance:	0 Members of the Public

Minutes

HR24/001 **To consider electing a Chair of the HR Committee for 2024/25**
Resolved: To elect Councillor Stephen Miller as Chair of the HR Committee for 2024/25.

HR24/002 **To consider electing a Deputy Chair of the HR Committee for 2024/25**
Resolved: To elect Councillor Toby Harris as Deputy Chair of the HR Committee for 2024/25.

HR24/003 **To receive, and consider for acceptance, apologies for absence from Members of the Committee**
All Members were present so there were no apologies.

HR24/004 **To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any Requests for Dispensation**
There were no declarations of interest or requests for dispensation.

HR24/005 **To receive questions or comments from members of the public or representations from any member who has declared an Other Registerable or Non-Registerable Interest**
There were no questions, comments or representations.

HR24/006 **To review the HR Committee Terms of Reference**
The Committee reviewed the Terms of Reference.

HR24/007 **To review the Training and Development Policy**
The Committee reviewed the Training and Development Policy.

HR24/008 To review whether any additional policies are required
The Clerk was requested to create policies for home working, lone working and data protection for adoption at the next meeting. The committee will also review the health and safety policy at the next meeting.

HR24/009 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw
Resolved: To exclude the Public and Press from Minutes HR24/010- HR24/016 due to the confidential nature of the business to be transacted.

HR24/010 To review Councillor training requirements
The Clerk will include an item on Councillor training requirements on the agenda of the next Full Council meeting.

HR24/011 To review employee annual appraisals
The Committee reviewed the employee annual appraisals.

HR24/012 To consider employee training requirements
Resolved: To contribute towards the costs of the Clerk attending the SLCC Practitioners' Conference.

HR24/013 To receive an update on SLCC salary scales for 2024/25
The Committee reviewed the SLCC salary scales for 2024/25.

HR24/014 To review staff working hours
Resolved: To increase the Clerk's working hours to 6 hours per week.

HR24/015 To consider staff salaries and working from home allowance
Resolved: To increase the Clerk's salary by two salary scale points.

HR24/016 To review staffing and training budgets for 2025/26
Recommendation: To recommend to full council that the amounts for the 2025/26 budget should be training £150, staff expenses £470, and staff employment costs £7,000.

HR24/017 Matters for future consideration or information
There were no matters for future consideration or information.

There being no further business, the meeting was closed at 8:46 pm.

Chairman: _____ Date: _____