



**Sutton Cheney Parish Council**

**MINUTES OF SUTTON CHENEY PARISH HUMAN RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY  
15<sup>TH</sup> JULY 2021 AT DADLINGTON VILLAGE HALL, THE GREEN, DADLINGTON**

**Parish Councillors Present:**

Andrew Copson (Chair)	Linda Mayne
Val Pritchard	Julia Jarvis (Vice Chair)

**In Attendance**

Joanne Lowe (Parish Clerk)

**ELECTION OF HR COMMITTEE CHAIRMAN**

1/21 One nomination was received for the position of chairman for the HR Committee and it was unanimously resolved that Cllr Copson is elected as Chairman for 2021 – 2022.

**ELECTION OF HR COMMITTEE VICE CHAIRMAN**

2/21 One nomination was received for the position of vice chairman for the HR Committee and it was unanimously resolved that Cllr Jarvis is elected as Vice Chairman for 2021 – 2022.

**APOLOGIES**

3/21 None received

**DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY**

4/21 None received

**PREVIOUS MINUTES**

5/21 It was unanimously agreed to adopt the draft minutes of the HR Committee meeting held on 20<sup>th</sup> November 2019. The minutes were signed by Cllr Copson.

**TERMS OF REFERENCE**

6/21 It was unanimously agreed to recommend the draft HR Committee terms of reference to full Council following an amendment to paragraph 2.3.

**APPRAISAL PROCESS**

7/21 The Committee noted the LRALC appraisal pack.

8/21 It was unanimously agreed to re-adopt the appraisal scheme following the amendment of changing the person responsible to the HR Committee chair.

9/21 It was unanimously agreed to undertake the appraisal action plan between August 2021 and January 2022

10/21 It was unanimously agreed to re-adopt the appraisal review form

**PROPOSAL OF CLOSED SESSION**

The Chair proposed and it was unanimously resolved that in accordance with the Public Bodies (admission to Meetings) Act 1960 s.1(2) and the Local Government Act 1972 s100 (2) that the following agenda items were to be considered with members of the public and press excluded from the meeting for the reason that matters appertaining to employment of staff are of a confidential nature.

- 11/21 The Committee unanimously agreed to strategies to assist with the Clerk’s workload
- 12/21 The Committee noted the contract of employment for the Parish Clerk. The Chair requested for the Committee to be kept informed of any legislative changes.
- 13/21 The Committee noted the job description for the Parish Clerk. The Chair requested for the Committee to be kept informed of any legislative changes.
- 14/21 It was unanimously agreed to recommend salary changes to full Council in accordance with job contract and NALC/SLCC national salary awards
- 15/21 It was unanimously agreed to change the Clerk’s working hours.

Meeting finished at 20:10.

Signed:..... Dated .....