

**MINUTES OF SUTTON CHENEY PARISH HR COMMITTEE MEETING HELD ON WEDNESDAY 27TH FEBRUARY 2019 AT STAPLETON VILLAGE HALL, SCHOOL LANE, STAPLETON**

**Parish Councillors Present**:

 Ambrose Long Sarah Roberts

 Suzanne Clarke

**In Attendance**

Joanne Lowe (Parish Clerk)

**ELECTION OF CHAIRMAN**

**1/19** One nomination was received for the position of chairman for the HR Committee and it was unanimously resolved that Cllr Roberts is elected as Chairman for 2019 – 2020.

**APOLOGIES**

**2/19** Apologies were accepted from Cllr Jarvis due to illness.

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

**3/19** None received

**PREVIOUS MINUTES**

**4/19** It was unanimously resolved to adopt the draft minutes of the HR Committee meeting held on 11th April 2018. The minutes were then duly signed by Cllr Roberts.

**GRIEVANCE AND DISCIPLINARY PROCEDURES**

**5/19** Following several amendments to the Policy, it was unanimously resolved to adopt the draft Grievance and Disciplinary Procedure for Sutton Cheney Parish Council. The Policy will be uploaded onto the Parish Council’s website.

**RECRUITMENT POLICY**

**6/19** It was unanimously resolved to adopt the draft Recruitment Policy for Sutton Cheney Parish Council. The Policy will be uploaded onto the Parish Council’s website.

**EXCLUSION OF PUBLIC AND PRESS (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**

**7/19** It was unanimously resolved to re-adopt the contract of employment with the amendment of extending the Clerks hours.

**8/19** Following the creation of the Council’s facebook page, the amendment of adding updating Facebook updates was added to the job description, it was unanimously resolved to re-adopt the job description for the Clerk / RFO. It was also discussed that the Clerk should be writing monthly reviews in the Graphic to inform Parishioners of updates. This will be discussed at full Council.

**9/19** It was unanimously agreed to recommend to full Council the Clerk’s salary increase to SCP 18.

**10/19** It was unanimouslyresolved to extend the Clerks hours to 10 hours on a temporary 6-month review.

**11/19** It was resolved forCllr Roberts and Cllr Jarvis to undertake an annual staff appraisal with the Clerk. Appraisal feedback will be circulated to Cllrs to be approved.

Meeting finished at 20:50.

Signed: Dated: