

Minutes of a meeting of **NORMANDY PARISH COUNCIL HUMAN RESOURCES COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 6 MARCH 2025** at **7.00pm**.

Committee Members present Cllrs Simon Schofield, Pat Tugwell, Paul Chillman
Non-committee members present Briony Howarth (Assistant Clerk)

- HR-26 COMMITTEE MEMBERSHIP**
The membership of the committee was considered
RESOLVED: Cllr Paul Chillman's membership of the committee as ex-officio was altered from non-voting, to voting.
- HR-27 APOLOGIES**
Councillor Jeremy Ward apologies were received and accepted.
- HR-28 DECLARATIONS OF INTEREST**
None
- HR-29 MINUTES OF PREVIOUS MEETINGS**
The minutes of the HR Committee meeting held on 14 November 2024 were adopted as a true record.
- HR-30 QUESTIONS FROM THE PUBLIC**
None
- HR-31 EMPLOYEE HANDBOOK**
The committee reviewed the refreshed employee handbook
RESOLVED: The councillors agreed for Cliff Taylor, an HR consultant, to review the handbook and defer to full council for approval.
- HR-32 EXCLUSION OF THE PRESS AND PUBLIC**
That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
- HR-33 COMMITTEE BUDGET**
The budget was noted as on track and as expected.
- HR-34 PENSIONS**
- a) The RFO circulated ahead of the meeting the confirmation of Declaration to The Pension Regulator
RESOLVED: The submission was noted by the committee, the next requirement for submission will be November 2027.
 - b) Members noted the annual statement for pensions was due and noted the RFO will complete and submit in April.

HR-35

LITTER PICKER HOURS

The Estates & Facilities Committee would like to hire additional litter pickers for the village. One of the existing litter pickers has not been achieving agreed hours. Two young people have shown an interest in the role.

RESOLVED: The committee agreed to amend the contracted hours of the litter pickers. The committee are content to approve the young people as litter pickers but would like to understand the safeguarding rules around under 18's, the Clerk will be asked to advise accordingly and circulate to the committee for agreement. The hourly rate for £10 an hour was approved.

HR-36

OFFICERS HOURS

The committee discussed the hours of each officer.

RESOLVED: The councillors noted each officer was on track with their contractual hours and asked the clerks to inform them of holidays a couple of weeks in advance.

HR-37

APPRAISAL UPDATES

The committee received an update on appraisals for 2025.

RESOLVED: The committee agreed the clerks annual SCP point increase and noted this will take her to the top of the role's SCP. The Assistant Clerk is already at the top of her role's SCP. The committee had further questions for the Clerk in relation to the Admin Officer's SCP which Cllr Schofield will take forward.

HR-38

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

The committee noted Jon Pick had been covering for the maintenance team to achieve tasks whilst others were away as approved by the Chair of Estates and the Assistant Clerk.

It was noted that the CCTV at MFF wasn't working as it should and will be an agenda item for the next Estates & Facilities meeting.

There being no further business, the meeting ended at 19.41hrs