



Clerk to the Council  
Anthony-Louis Belgrave


16<sup>th</sup> October 2020

## PERSONNEL SUB-COMMITTEE



TO: MEMBERS OF THE MANAGEMENT COMMITTEE

You are hereby invited to attend a meeting of the **PERSONNEL SUB-COMMITTEE** which will be held on **Thursday 22<sup>nd</sup> October 2020** at the **Parish Council Offices**, Hainault Road, Chigwell, at **7.00pm** to transact the business shown in the Agenda below.

Meeting ID: 883 1412 5787 Password: 710594

  
Anthony-Louis Belgrave  
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### AGENDA

- ELECTION OF CHAIRMAN**   
To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.
- ELECTION OF VICE-CHAIRMAN**   
To **PROPOSE** and **SECOND** nominations for the Office of Vice-Chairman and, if there is more than one nominee, to vote thereon.
- APOLOGIES FOR ABSENCE**  
To receive any apologies for absence.
- OTHER ABSENCES**  
To **NOTE** any absences for which no apology has been received.



## 5. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

- *A Member with a personal interest in a matter must consider whether it is a "prejudicial interest" (i.e. prejudicial to the public interest).*
- *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member's judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

## 6. MEMBERSHIP

Members are reminded that at the meeting of the Management committee held on 23<sup>rd</sup> July 2020, it was resolved to establish a Personnel Sub-committee and that correspondence would be sent to all Members, inviting submissions for membership of this sub-committee, in response to this request; confirmatory replies have been received from Councillors; Alan Lion and Pranav Bhanot.

Members are now asked to **CONSIDER** and **DETERMINE** the membership of this sub-committee.

## 7. TERMS OF REFERENCE

Members are advised that the 'Terms of reference' define the purpose and structures of the sub-committee. Further, they should also provide a documented basis for making future decisions and for developing an understanding of the scope of the sub-committee. The creation of a comprehensive definition is critical, because they describe the following;

- Vision, objectives, scope and deliverables (*i.e. what has to be achieved*)
- Roles and responsibilities
- Resource, financial and preparations (*i.e. how will objectives be achieved*)
- Work breakdown, structures, time-table, Plan of actions (*i.e. when will this be achieved*)

To assist Members in the formulation of the 'Terms of reference', Members are advised of the following aspects;

- Staff Training.
- Staff Appraisals
- Employment Contracts
- Employee Job Descriptions
- Salary Review
- Staff Welfare/Grievance

In view of this advisory, Members are now asked to **CONSIDER** this matter, then **APPROVE** an appropriate course of action.



Meeting: COMMUNICATIONS COMMITTEE

Date: 22<sup>nd</sup> October 2020

**8. WORK PROGRAMME OF THE COMMITTEE**

Members will *RECEIVE* an oral advisory from Councillor Rizvi on this matter.

Members are now asked to *CONSIDER* and *APPROVE* an appropriate course of action.

**9. MATTERS TO BE BROUGHT FORWARD TO THE NEXT PERSONNEL SUB-COMMITTEE MEETING**

To *NOTE* any matters which Members may wish to draw to the attention of the Committee and/or request to be included in the Agenda for the next meeting of the Committee.

**10. DATE OF NEXT MEETING** 

Members are now asked to *CONSIDER* the date of the next meeting.

**11. EXCLUSION OF THE PUBLIC AND THE PRESS**

In the event that the Agenda contains Exempt (blue) pages, to *CONSIDER* the following motion to be proposed by the Vice Chairman:

*“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”*

**There is one confidential item to be considered.**

Anthony Belgrave  
Clerk to the Council

