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Clerk to the Council
Anthony-Louis Belgrave

15th November 2021

# PERSONNEL COMMITTEE

#### TO: MEMBERS OF THE PERSONNEL COMMITTEE

Councillors: Rashni Chahal Holden (Chairperson), Elliot Costa (Vice Chairperson), Lisa Morgan Skingsley, Faiza Rizvi and Rochelle Hodds.

You are hereby invited to attend a meeting of the PERSONNEL COMMITTEE which will be held on Friday 19<sup>th</sup> November 2021, at the Parish Council Offices, Hainault Road, Chigwell, at 5.00pm to transact the business shown in the Agenda below.

\* All attendees are asked to scan the QR code via the NHS Track and Trace app, and use hand sanitiser on entry.

## **Anthony-Louis Belgrave** Clerk to the Council

## **AGENDA**

#### 1. RECORDING OF MEETINGS

Members of the Public and Councillors are asked to note that in accordance with Standing Order 3 (1) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

### 2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

#### 3. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.



Meeting: PERSONNEL COMMITTEE Date: 19th November 2021

#### DECLARATIONS OF INTEREST 4.

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.

#### HIRING OF HR PROFESSIONAL – SHORT TERM BASIS 5.

Members are asked to **CONSIDER** and **APPROVE** the hiring of an HR professional for a period of one month to assist with ensuring all HR policies and procedures, staff job descriptions, objectives and contracts are all up to date.

#### PARISH CLEAN-UP PERSON M **6.**

At the meeting of the 12th July, it was discussed whether to appoint a part-time clean-up person. CAC Committee agreed to respond with costings and a Job Description.

To **RECEIVE** an update from the Chairperson of the Community Assets Committee.

#### 7. 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