



16<sup>th</sup> November 2018

## PERSONNEL COMMITTEE

**TO: MEMBERS OF THE COMMUNICATION COMMITTEE**

Councillors: Richard Alvin, Deborah Barlow, Rochelle Hodds, Alan Lion and Darshan Singh Sunger.

You are hereby invited to attend a meeting of the **PERSONNEL COMMITTEE** which will be held on **Thursday 22<sup>nd</sup> November 2018** at the **Parish Council Offices**, Hainault Road, Chigwell, at **2.00pm** to transact the business shown in the Agenda below.

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

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### AGENDA

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. OTHER ABSENCES**

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



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### 3. 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.

### 5. METHODOLOGY

Members are reminded that at the previous meeting asked to **CONSIDER** the methods towards achieving the stated aims and objectives and to **AGREE** an appropriate methodology.

To assist in the formulation of this methodology, Members are reminded of the following topics;

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

### 6. STAFF APPRAISAL FORM



Members are reminded that Chigwell Parish Council presently employs five full time staff members in the following roles; Clerk to the Council, Responsible Financial Officer, Cemetery Supervisor, Reception & Administration Assistant & Grounds Maintenance Technician.

Members are further advised that on behalf of the Parish Council, as employer, this committee will be required to produce an annual appraisal for these employees. For Members information, attached at **Appendix 1** is the current Staff Appraisal Form.

Members are now asked to **CONSIDER** and **COMMENT** on this document.

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**7. MATTERS TO BE BROUGHT FORWARD TO THE NEXT PERSONNEL 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.

**8. DATE OF NEXT MEETING** 

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

**9. 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 XXX confidential item to be considered.**

Anthony Belgrave  
Clerk to the Council