



MINUTES

Meeting: PERSONNEL COMMITTEE

Date: 11th October 2018

Time: 2.00pm

Venue: PARISH COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT: Councillors (5)

Councillors; Darshan Singh Sunger (Chairman), Richard Alvin, Deborah Barlow, Richard Alvin, Rochelle Hodds and #Alan Lion.

Officers (1)

#Anthony-Louis Belgrave – Clerk to the Council.

Also in Attendance (1)

There was one member of the public in attendance.

for part of the meeting.

- # At the start Councillor Sunger, being Chairman of the Council, assumed the Chairmanship of the meeting until the election of a Chairman. Councillor Lion challenged this, stating that to his knowledge no regulation existed that allowed this action. After further discussions, Councillor Sunger asked the Parish Clerk for advice on this matter. The Clerk stated that whilst there is no specific regulation pertaining to the first meeting of a newly formed committee, it was accepted practice that the Chairman of the Council, if present, should preside at the first meeting, until the committee Chairman was duly elected. After further discussions, Councillor Lion continued to verbally question this action and after inappropriately swearing loudly, he abruptly left the meeting. The Chairman stated that such disorderly and abusive behaviour was not befitting a Parish Councillor and highly unprofessional and disrespectful to all those present. He requested that the Clerk draft a letter, addressed to Councillor Lion reminding him of the standards of conduct expected and the requirement to abide by the statutory regulations pertaining to member conduct at meetings.

18.00 ELECTION OF CHAIRMAN

Councillor Alvin **PROPOSED** and Councillor Hodds **SECONDED** Councillor Sunger. As there were no other nominations, Councillor Sunger was elected as Chairman of the Personnel Committee for the current municipal year.

18.01 ELECTION OF VICE-CHAIRMAN

Councillor Sunger **PROPOSED** and Councillor Hodds **SECONDED** Councillor Barlow. As there were no other nominations, Councillor Barlow was elected as Vice-Chairman of the Personnel Committee for the current municipal year.



18.02 ELECTION OF COMMITTEE SECRETARY

Councillor Alvin **PROPOSED** and Councillor Barlow **SECONDED** Councillor Hodds. As there were no other nominations, Councillor Hodds was elected as Committee Secretary of the Personnel Committee for the current municipal year.

18.03 APOLOGIES FOR ABSENCE (0)

None.

18.04 OTHER ABSENCES (0)

There were no other absences.

18.05 DECLARATIONS OF INTEREST

It was **NOTED** that there were no declarations of interest.

18.06 MISSION STATEMENT

After a brief introduction by the Chairman, Members **CONSIDERED** the aforementioned subject. A full and in-depth discussion took place, it was then moved by the Chairman and **RESOLVED** that:

- The following mission statement be **APPROVED**.

“This Committee will deal with all matters pertaining to the staff employed by the Parish Council.”

18.07 METHODOLOGY

After a brief introduction by the Clerk, Members discussed the following topics, staff training, staff appraisals, employment contracts, employee job descriptions, salary reviews and staff welfare policies/schemes.

After these discussions, it was moved by the Chairman and **RESOLVED** that:

- The Vice-Chairman would further research and investigate these topics, which would then be more thoroughly considered at a subsequent meeting.



18.08 STAFF APPRAISAL FORM

The Clerk reminded members that the council presently employs five full time staff members in the following roles; Clerk to the Council, Responsible Financial Officer, Cemetery Supervisor, Reception & Administration Assistant and Ground Maintenance Technician. The Clerk further advised members that on behalf of the Parish Council, as employer, this committee will be required to produce annual appraisals for these employees. Members then **CONSIDERED** the existing Appraisal Scheme and Staff Appraisal Form, as detailed.

After further discussions took place, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- This matter be deferred to a subsequent meeting, to allow members to more fully comprehend the related documentation.

18.09 MATTERS TO BE BROUGHT FORWARD TO THE NEXT PERSONNEL COMMITTEE MEETING

- The Vice-Chairman requested that Terms of Reference, Staff Appraisals and Methodologies be considered at the next meeting of this committee.

18.10 DATE OF NEXT MEETING

It was **AGREED** that the next meeting of this Committee would take place on Wednesday 14th November 2018, 2.30pm.

18.11 CONCLUSION OF APPRENTICESHIP & CONTRACT OF EMPLOYMENT

The Clerk advised members on this subject and provided an oral report, supplemented by a written report and an initial draft of a Contract of Employment, which was **CONSIDERED** at the meeting.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- The Contract of Employment as detailed be **APPROVED**.

Signed

Chairman

Date