



## AGENDA

### EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE

Convened Under Standing Order 6c

To be convened: Friday 10<sup>th</sup> March 2023

Time: 12.30pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members are hereby **SUMMONED** to attend the above meeting  
to transact the following business.

Members are respectfully reminded that each item of business should be carefully  
examined, with any pecuniary and non-pecuniary interests duly declared.

Members to be present:

Cllr Rashni Chahal Holden  
Cllr Lisa Skingsley- Morgan  
Cllr Naveed Akhtar  
Cllr Rochelle Hodds

Cllr Faiza Rizvi  
Cllr. Celina Jefcoate

**Members of the press and public are invited to attend this meeting.** Members of the Public and Councillors are asked to note that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

*Cllr R Chahal Holden*

Cllr. R Chahal Holden  
Personnel Chair of Chigwell Parish Council

Date: 6th March 2023

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda.

**3. MINUTES**

To receive and confirm the minutes of the meetings held 16 Feb 2023

**4. PUBLIC PARTICIPATION**

To receive representations from any member of the public in attendance.

Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time

**5. 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 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.”*

**6. CONFIDENTIAL ITEMS**

- Employment Matters ( Cllr Skingsley -Morgans and Cllr Jefcoate not in attendance)
- Staffing matters
- Recruitment of Grounds Maintenance staff

**7. DATE OF THE NEXT MEETING**

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

**Notes on Declarations of Interest**

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

## Agenda: Personnel Meeting

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.