



Chigwell PARISH COUNCIL

AGENDA

EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE

Convened Under Standing Order 6a

To be convened: Wednesday 24 May 2023

Time: 6:30pm

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 Faiza Rivzi

Cllr Rochelle Hodds

Cllr. Celina Jefcoate

**Members of the press and public are invited to attend this meeting. Photographing,
recording, broadcasting or transmitting the proceedings may take place**

Olga Linkeviciene

Acting Proper Officer
Chigwell Parish Council

Date: 19 May 2022

AGENDA

1. THE ELECTION OF THE CHAIR

2. THE ELECTION OF A VICE CHAIR

3. APOLOGIES FOR ABSENCE

4. 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.

5. MINUTES

To receive and confirm the minute of the meetings held 24 March 2023

6. 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

7. RECRUITMENT – LITTER PICKER

To receive an update on the recruitment process for the Litter Picker and approve an appropriate course of action

8. SALARY REVIEW PROPOSAL

Receive a salary review proposal for the position of Clerk/RFO and approve an appropriate course of action

9. RECRUITMENT - PARISH CLERK

To receive an update on the recruitment process for the Parish Clerk and approve an appropriate course of action

10. EXCLUSION OF THE PUBLIC AND PRESS

To consider and resolve whether the public and press should be excluded for the following items

11. STAFFING MATTERS

Review the situation in the light of recent staff changes and AGREE an appropriate course of action

12. EMPLOYMENT MATTERS

Receive an update on employment matters and AGREE an appropriate course of action

13. 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.

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.