



MEETING OF THE PERSONNEL COMMITTEE

To be convened: Friday 9th June 2023

Time: 12.00pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, 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 (Chair)
Cllr Faiza Rivzi
Cllr Lisa Skingsley Morgan

Cllr. Celina Jefcoate (Vice Chair)
Cllr Rochelle Hodds

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

**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

Date: 5 June 2023

AGENDA

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 24 March 2023, 10 March 2023, 16 Feb 2023, 10 Jan 2023, 29 Dec 2022, 14 Nov 2022, 28 September 2022, 1 July 2022

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. TERMS OF REFERENCE

To consider the Terms of Reference and and **AGREE** an appropriate course of action

6. RECRUITMENT – LITTER PICKER

To receive an update on the recruitment process for the Littler Picker and **AGREE** an appropriate course of action

7. VICTORY HALL CLEANING

Receive an update for on cleaning matters for Victory Hall and **AGREE** an appropriate course of action

8. RECRUITMENT - PARISH CLERK

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

9. EMPLOYEE LIABILITY INSURANCE

To receive a report from the Vice Chair regarding Employee Liability Insurance coverage and **AGREE** an appropriate course of action

10. MATTERS TO BE BROUGHT FORWARD TO THE NEXT MEETING OR DISCUSSED WITHOUT ANY DECISION BEING MADE

11. DATE OF THE NEXT MEETING

12. EXCLUSION OF THE PUBLIC AND PRESS

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded by resolution whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. To **CONSIDER** the whether the public interest in the following item is equal to or outweighed by excluding the public and press and **AGREE** an appropriate course of action

13. BUDGET MATTERS

To receive a report from the Chair and **AGREE** an appropriate course of action

14. STAFFING MATTERS

Receive and update on staff matters and **AGREE** an appropriate course of action

15. EMPLOYMENT MATTERS

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

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.