



**MEETING OF THE
PERSONNEL COMMITTEE**

Date: Tuesday 12 December 2023

Time: 12.30pm

Location: 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 (Chair)

Cllr Lisa Skingsley-Morgan

Cllr Faiza Rizvi

Cllr Celina Jefcoate (Vice Chair)

Cllr Rochelle Hodds

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.

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

Olga Linkeviciene

Acting Proper Officer

Date: 7 December 2023

PERSONNEL AGENDA

1. APOLOGIES FOR ABSENCE 🖐️

To receive and **AGREE** to accept any 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 consider the minutes of the previous meeting held 29 September and 7 November 2023 for **APPROVAL** (Appendix 1)

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. BUDGET 🖐️

To consider the 2023/24 Personnel budget (Appendix 2) and **AGREE** budget requirements for 2024/25 plus three year forecast.

6. DATE OF THE NEXT MEETING 🖐️

7. EXCLUSION OF THE PUBLIC AND THE PRESS 🖐️

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** the following motion to be proposed by the Chair:

“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.”

8. STAFF MATTERS 🖐️

To review correspondence (Appendix 3) regarding an ongoing staff matter and **AGREE** an appropriate course of action.

9. CORRESPONDENCE FROM STAFF 🖐️

To review correspondence received (Appendix 4) from staff and **AGREE** an appropriate course of action.

10. STAFF MATTERS 🖐️

To consider correspondence regarding a staff matter (Appendix 5, Appendix 6) and **AGREE** an appropriate course of action

11. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

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.

🖐️ **Indicates Councillors are expected to make a decision (within the remit of the committee)**