



## MEETING OF THE PERSONNEL COMMITTEE

To be convened: Monday, 19 February 2024

Time: 6:00 pm

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 (Chair)  
Cllr Rochelle Hodds  
Cllr Faiza Rivzi

Cllr Celina Jefcoate (Vice-chair)  
Cllr Lisa Skingsley Morgan

**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: 14 February 2024

## **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 meeting held on 24 May 2023, 09 June 2023, 07 November 2023, 12 December 2023, and 22 January 2024.

### **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. STAFFING MATTERS**

5.1 Review and agree on the proposed agency to cover the staff's absence for the cemetery-run burial service.

5.2 Review the cost of proposed management training – Mental Health Awareness for Health & Safety Officer and authorise the PO to proceed with it.

### **6. EMPLOYMENTS MATTERS**

Councillors to discuss and AGREE on an appropriate course of action.

6.1 Discuss preparing the Admin Assistance job description and agree on an appropriate course of action.

6.2 Discuss the proposal of the Grave Digger job description and agree on an appropriate course of action.

### **7. 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.

### **8. CONFIDENTIAL STAFFING MATTERS**

Receive an update on staff matters and AGREE an appropriate course of Action

### **9. CONFIDENTIAL EMPLOYMENT MATTERS**

Receive an update on employment matters.

**10. ITEMS TO BE BROUGHT FORWARD TO THE NEXT MEETING OR ITEMS FOR DISCUSSION THAT DO NOT REQUIRE A DECISION TO BE MADE**

**11. DATE OF THE NEXT MEETING**

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.