



MEETING OF THE PERSONNEL COMMITTEE

Date: Monday, 13 January 2025

Time: 6.00 pm

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 Celina Jefcoate

Cllr Elliott Costa

Cllr Faiza Rizvi

Cllr Lisa Morgan

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.

Acting Proper Officers (SO,15. a)

Cllr/Chair to the Council

Cllr/Vice Chair to the Council

Lisa Morgan

Elliott Costa

Date: 08 January 2025

PERSONNEL COMMITTEE AGENDA

1. APOLOGIES FOR ABSENCE 🖐️

To receive and **AGREE** to accept any apologies for the 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 meetings for **APPROVAL**

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. H&R provider for Chigwell Parish Council

To **DISCUSS** and **AGREE** on the primary scopes for the new H&R provider and determine who will handle each action on the further process and the deadlines.

6. Staff appraisal matters

To **CONSIDER** the Proposal Model Appraisal -policy-procedure (Appendix) and **AGREE** on the appropriate course of action.

7. Employment Matter - Caretaker/or Cleaner

7.1 7.1 To establish the job description, which will reflect the employment contract, work hours, and pay scale, and **AGREE** on an appropriate course of action.

8. EXCLUSION OF THE PUBLIC AND 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.”

9. STAFFING MATTERS 🖐️

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

10. EMPLOYMENT MATTERS 🖐️

10.1 Receive an update on the Clerk's ongoing recruitment process and **AGREE** on an appropriate course of action.

10.2 To Consider the proposal to Engage an independent qualified adviser to review the shortlisted candidates for the Clerk role, provide feedback to members, and assist during the interview process and AGREE on an appropriate course of action.

11. STAFF JOB DESCRIPTION MATTERS 🖐️

Revise the existing job description for Chigwell Parish Council staff and AGREE on an appropriate course of action.

12. Grievance Matters 🖐️

To hear an updated report from Cllr E Costa and AGREE on an appropriate course of action.

13. ITEMS TO BE BROUGHT FORWARD TO THE NEXT MEETING OR ITEMS FOR DISCUSSION THAT DO NOT REQUIRE A DECISION TO BE MADE**14. 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.

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