



**EXTRAORDINARY MEETING OF THE
PERSONNEL COMMITTEE**

To be convened: **Tuesday 4th February 2025**

Time: 6 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.

Cllr Elliott Costa (Chair)
Cllr L Morgan
Cllr F Rizvi

Cllr Rochelle Hodds (Vice Chair)
Cllr Celina Jefcoate

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 proceedings 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.

Cllr Lisa Morgan

Cllr Elliott Costa

Acting Proper Officers
(CPC, SO,15. a)

Date: 29 January 2025

EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE

AGENDA

15.25 APOLOGIES FOR THE ABSENCE

16.25 OTHER ABSENCES

17.25 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.

18.25 MINUTES To receive and confirm the minutes of the meeting held 9th October 2024, , 31st October 2024, 6th December 2024 & 13th January 2025

19.25 PUBLIC PARTICIPATION To NOTE any representations made by members of the public there is a time limit of 3 minutes per speaker (unless there is only one speaker when the limit is 5 minutes); no more than 15 minutes shall be allocated to this item except at the discretion of the Chairman of the Meeting.

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

21.25 EXCLUSION OF THE PUBLIC AND THE PRESS It is proposed the meeting move into private session for the remainder of the items to be discussed. (Public Bodies [Admissions to Meetings] Act 1960). 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."

22.25 STAFFING MATTERS - Members are asked to CONSIDER the employment matters and AGREE on an appropriate course of action.

23.25 DATE OF 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.