

**DRAFT MINUTES OF THE**

**PERSONNEL COMMITTEE**

Held: Friday 10 March 2023

Time: 12.30pm

Place of meeting: Chigwell Council Parish Offices, IG7 6QZ

Councillors present: Cllr Chahal Holden, Cllr Hodds, , Cllr Skingsley Morgan Cllr Faiza , Cllr Akhtar, Cllr Jefcoate

Councillors Absent:

Public/Councillor:

#for part of the meeting

Acting Proper Officer:

**P00/23**  **RECORDING OF THE MEETING**

The Chair advised the meeting would be recorded

**P01/23** **APOLOGIES FOR ABSENCE**

 None

**P02/23** **DECLARATIONS OF INTEREST**

None raised or declared

**P03/23** **MINUTES**

The signing of the minutes of the previous meeting held 10th Jan, and 16 Feb were deferred

**P04/23** **PUBLIC PARTICIPATION**

No public participation

**P05/23** **EXCLUSION OF THE PUBLIC AND PRESS**

The Committee **AGREED** to exclude the public and press due to the nature of the confidential matters to be discussed

**P08/23** **PERSONNEL**

* Confidential item (not in attendance Cllr Morgan Skingsley and Cllr Jefcoate
* Employment matters that are confidential in nature
* Discussion on overtime
* Discussion on ensuring Victory Hall cleaning. It was AGREED CAC to come back to Personnel with next steps

**P14/23** **DATE OF THE NEXT MEETING**

Matters to be brought forward:

* Employers Liability needs to be checked to determine if this covers Employment matters
* Overtime policy needs a review
* Clerk and a Cllr Chahal Holden need to do appraisal for cleaning staff
* Litter Picker Job Description, - Full application pack and advert need to come to Personnel Committee approval