

**DRAFT MINUTES OF THE**

**PERSONNEL COMMITTEE**

Held: Wednesday 24 May 2023

Time: 6:30pm

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

Councillors present: Chahal Holden, Hodds, Jefcoate, Skingsley Morgan

Public/Councillor: One #

#for part of the meeting

Acting Proper Officer: Olga Linkeviciene

**P01/23**  **ELECTION OF THE CHAIR**

Cllr Chahal Holden was proposed as chair by Cllr Jefcoate and seconded by Cllr Hodds. Cllr Chahal Holden was duly elected as Chair

**P02/23** **ELECTION OF THE VICE CHAIR**

Cllr Jefcoate was proposed as vice chair by Cllr Skingsley Morgan and seconded by Cllr Chahal Holden. Cllr Jefcoate was duly elected as Vice Chair

**P03/23** **RECORDING OF THE MEETING**

The Chair advised the meeting would be recorded

**P04/23** **APOLOGIES FOR ABSENCE**

Apologies **RECEIVED** and **ACCEPTED** from Cllr Rizvi

**P05/23** **DECLARATIONS OF INTEREST**

None raised or declared

**P06/23** **MINUTES**

The signing of the minutes of the previous meeting held 24 March, 10 March and 16 Feb were deferred

**P07/23** **PUBLIC PARTICIPATION**

An attending Councillor commented on the recruitment process and salary review proposal and his comments were noted

**P08/23** **RECRUITMENT – LITTER PICKER**

The Committee received an update on the recruitment process for the Littler Picker and it was **AGREED** to move to the recruitment stage of the Litter Picker as follows:

* Recruitment campaign to commence before 9June for three weeks
* Recruitment via Indeed, Reed, noticeboards, local social media, Everything Epping Forest and Council website
* Recruitment budget not to exceed £500
* A rolling short list and interview timetable will be complied. Cllr Hodds to assist staff in managing applications
* Salary will be at NJC pay scale of SCP 13

**P09/23** **SALARY REVIEW PROPOSAL**

The Committee were reminded that a historical audit had noted the Council’s above LC2 substantive position definition whereby at the same the salary waypoints were within the NJC bands for an LC3 Council. It was **AGREED** the pay scale for the Clerk/RFO would be 37-41 and that the Council consider itself an LC3 Council in line with the salary scale paid to the Clerk/RFO since 2018

**P10/23** **RECRUITMENT - PARISH CLERK**

The Committee received an update on the recruitment process for the Littler Picker and it was **AGREED** to move to the recruitment stage of the Parish Clerk as follows:

Job description and advert was sent to all members and agreed to be used for the hire of a new Clerk. To make sure RFO is added to the title and the role is Clerk/RFO

* Recruitment campaign to commence before 9June for one month
* Recruitment via Indeed, Reed, SLCC/NALC, noticeboards, local social media, Everything Epping Forest and Council website
* Additional national recruitment to be considered, cost dependent
* Initial recruitment budget not to exceed £1,000
* Interview panel to be confirmed the next meeting

**P11/23** **EXCLUSION OF THE PUBLIC AND PRESS**

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

**P12/23** **STAFFING MATTERS**

Staffing matters discussed

**P13/23** **EMPLOYMENT MATTERS**

An update on employment matters was provided to the Committee

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

Friday 9 June at 12.00

Matters to be brought forward:

Review Personnel Terms of Reference

The meeting closed at 7.27pm