

**DRAFT MINUTES OF THE**

**PERSONNEL COMMITTEE**

Held: Friday 9th June 2023

Time: 12pm pm

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

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

Public/Councillor:

#for part of the meeting

Acting Proper Officer: Olga Linkeviciene

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

**None**

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

All minutes have been approved. Confidential sections have been shown on separate section

**P01/23** **RECORDING OF THE MEETING**

The Chair advised the meeting would be recorded

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

None

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

None

**P05/23** **TERMS OF REFERENCE**

A motion was considered to increase the members of the Personnel Committee to 6 from the current 5. A vote was taken 4 against 1 for. Committee members of the Personnel to remain at 5 members.

**P06/23** **RECRUITMENT – LITTER PICKER**

Seven people have applied. 16th is closing date. Dates for interviews to be provided with as much notice as possible

Interviews to be done first week of July.

Person specification criteria has been written and attached to job application pack. Cllr Faiza asked for a change on the manual handling section and clarity on whether it’s just knowledge experience that was needed. If no knowledge then agreement to do necessary training.

Also the person hired will need some basic technology to be able to log any incidents on an ipad (or similar)

**P07/23** **VICTORY HALL CLEANING**

As an emergency maximumsix months for a cleaner was agreed given the current cleaning staff wants to reduce their hours. This cleaner would be paid on the number of hours they do at Victory Hall.

Discussion on whether we get a cleaner or a caretaker or could technology help with the safety, maintenance and bookings of the hall.

Discussion on how to ensure we don’t increase the total number of staff (confidential section) and change to the current clearers hours

Caretaker was agreed on a one-year contract to ensure proper management of the hall until a long-term decision on the future of Victory Hall is agreed. Job description will need to come to Personnel Committee for approval.

**P08/23** **RECRUITMENT – PARISH COUNCIL**

The Guardian Newspaper advert is progressing. Cllr Jefcoate to get the Clerk job advert on Chigwell parish website

EALC and NALC to also have adverts on their sites

**P09/23 EMPLOYEE LIABILITY INSURANCE**

Above insurance covers us for employee matters

Finance Officer to let CPC insurance company know about our on-going employment matters and to determine if coverage is provided.

**P10/23 MATTERS TO BE BROUGHT FORWARD**

Litter picker, Caretaker and Clerk recruitment

**P11/23** **DATE OF NEXT MEETING**

To be confirmed

**P12/23 EXCLUSION OF 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

**P13/23** **BUDGET MATTERS**

Deferred

**P14/23** **STAFFING MATTERS**

A review on salary’s staff taken.

**P15/23 EMPLOYMENT MATTERS**

Updates provided on current matters