

Meeting : Personnel Committee

Date: 13th September 2023

Time: 9.22am – 10.05am

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

PRESENT: Councillors (4) Councillors; Celina Jefcoate (Vice Chair), Lisa Morgan Skingsley (Acting Chair), Rochelle Hodds & Elliott Costa (Vice chair of CPC)

MINUTE TAKER: Cllr L Morgan

Members of the public were invited to attend this meeting. It was noted that Photographing, recording, broadcasting or transmitting the proceedings may take place.

1.23 APOLOGIES FOR ABSENCE (0) Members NOTED that Cllr Rizvi apologised for absence

2.23 DECLARATIONS OF INTEREST Members NOTED that there were no Declarations of Interest.

3.23 CONFIRMATION OF MINUTES The minutes of the previous meeting were **NOT AVAILABLE** for signing

4.23 PUBLIC PARTICIPATION They were no members of the public present

5.23 SALARY AND PAYMENT MATTERS The staff salaries were agreed and duly signed

6.23 STAFF APPRAISALS It was AGREED that the staff appraisals would take place before the end of October, to allow for any budgetary requirements for 2024/25.

Cllrs Jefcoate, Hodds and Costa (Vice Chair CPC) would work on the appraisals for staff

7. 23 EXCLUSION OF THE PUBLIC AND PRESS -There were no public or press present, although it was found to be prejudicial due to the confidential nature

8.23 RECRUITMENT OF STAFF An update on the employment of clerk was discussed

9.23 STAFFING MATTERS The committee was updated on new members of staff and any issues relating to present staff

10.23 AUDIT MATTERS Received an update on staff matters and AGREED an appropriate course of action

11.23 EMPLOYMENT MATTERS Receive an update on employment matters and AGREE an appropriate course of action

12. LEGAL MATTERS Received an update on legal matters and AGREED 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 Update on Clerks appointment

14. DATE OF THE NEXT MEETING 29th September 2023 @ 12.30pm

Signed **Chairperson**

Date