**Personnel Meeting**

**Chigwell Parish Council**

22 January 2024 at 5.30pm

In Attendance

Cllr Faiza Rizvi

Cllr Rochelle Hodds

Cllr Rashni Chahal Holden (Chair)

Not in attendance

Cllr Skingsley Morgan

Item 1

Apologies received from Cllr Skingsley Morgan

**Item 2 - Declarations of Interest**

Cllr Hodds declared an interest on item 7

**Item 3 – Minutes**

Minutes of the previous meeting 7th November and Dec 12th deferred

**Item 4 – Public Participation**

One member of the public – expressed concerns over the current levels of staff and felt there was shortage of skilled staff

**Item 5 - Recruitment**

Discussion on recruitment of the Clerk and admin staff.

It was agreed that Locum Clerk should restart the recruitment process for the Clerk and that we go out to a recruitment firm – budget has already been approved at Full Council for the costs.

Cllrs discussed some of the Candidates who we have kept on file.

Cllrs discussed one Candidate who is filling in the application form and will then be given a formal interview.

Cllr’s agreed to get the job description for the admin staff advertised and given to a Adecco to help get candidates.

**Item 6 – Exclusion of Public and Press**

Moved to confidential section of the meeting

**Item 7 – Confidential Staff Matters**

Discussion on various staff matters and how to deal with current matters

**Item 8 - Confidential Employment Matters**

Discussed Employment matters and agreed actions

**Item 9 – items to be brought to the next meeting**

Staff matters

Item 10 - Date of next meeting agreed Feb 19th at 6pm