

**Personnel Meeting
Chigwell Parish Council**

For publication

13 January 2025
6PM

In Attendance

Cllr Rochelle Hodds (V Chair)
Cllr Elliott Costa (Chair)
Cllr Celina Jefcoate
Cllr Lisa Morgan

Item 1 Apologies for Absence

Cllr Rizvi

Item 2 Declarations of Interest

None received

Item 3 Minutes

Approval of previous minutes deferred

Item 4 Public Participation

None

Item 5 HR provider

Various quotes were provided Cllr Hodds declared an interest in that one of the providers Haypex is her neighbour's daughter. List of HR provider. – this was deferred to give members of the committee time to review the same.

Item 6 Staff Appraisal Matters

Proposed model policy – this matter was deferred to give members of the committee time to review the same

Item 7 Employment Matter – Caretaker/ Cleaner

The chair and IRFO shall draft the same. General discussion took place on the role of this position and the staffing needs for the hall. It was highlighted that we need a root a branch review of our staffing needs which must remain in budget. We discussed who will be taking the keys in the evening and weekends for hall queries.

The discussion moved on to more general staffing needs for the council. An agency spend has been authorised for an agency cleaner.

Item 8 Exclusion of the press and Public

Moved to confidential section of the meeting

Item 9 Staffing Matters

Discussion of various staffing matters took place

Item 10 Employment Matters

Discussion of various employment matters took place

Item 11 Staff Job Description matters

Discussion on Job Description took place

Item 12 Grievance matter

Discussion of Grievance matters took place

Item 13 Items to be Brought forward to the next meeting or items for discussion that do not require a decision to be made

Staff matters

Item 14 Date of next meeting

To be confirmed