

NAZEING PARISH COUNCIL

Minutes of the Personnel Committee Meeting held on Tuesday 17th September 2019 at 7:30pm at Nazeing Congregational Church, Middle Street, Nazeing.

Members present: Cllrs Warwick (Chairman of the Personnel Committee), Billingham, Clarke, Clarkson, Joslin.

Also present: Lorraine Ellis (Clerk), no members of the Public.

1. Welcome and Introductions:

Cllr Clarke welcomed everyone to the meeting.

2. Chairman:

Cllr Joslin proposed Cllr Warwick as Chairman of the Personnel Committee. Cllr Billingham seconded the proposal. All were in favour. It was resolved to elect Cllr Warwick as Chairman of the Personnel Committee for 2019/20.

3. Apologies for absence:

Cllr Arnold.

4. Declarations of Interest:

None.

5. Public participation:

None.

6. Vice-Chairman:

Cllr Warwick proposed Cllr Clarkson as Vice-Chairman of the Personnel Committee. Cllr Joslin seconded the proposal. All were in favour. It was resolved to elect Cllr Clarkson as Vice-Chairman of the Personnel Committee for 2019/20.

7. Formation of a Personnel Sub Committee:

Cllr Warwick proposed herself and Cllrs Clarke and Clarkson as members of the Personnel Sub Committee. Cllr Billingham seconded the proposal. All were in favour. It was resolved to appoint Cllrs Clarke, Clarkson and Warwick as members of the Personnel Sub Committee.

8. Terms of Reference for the Personnel Committee:

There was some discussion generally about the Terms of Reference for the Personnel Committee. Each section of the document was reviewed and discussed, some amendments were agreed and made to the draft document. Cllr Warwick will update the document to reflect these amendments and re-issue for consideration at September's Full Council meeting. **Action Cllr Warwick.**

9. Policies:

Cllr Warwick will produce a list of relevant policies required with regard to Personnel matters in liaison with the Clerk, for consideration at a future Full Council meeting. **Action Cllr Warwick and the Clerk.**

10. Items for next agenda:

- a) To cover the list of relevant policies required with regard to Personnel matters.
- b) To discuss a contingency plan in the Clerks absence.
- c) To discuss and agree training for Cllrs and the Clerk.

11. Date of next Personnel Committee meeting. Date to be arranged.

Meeting closed 9:30pm.

Signed by the Chairman:

Date: