

NAZEING PARISH COUNCIL

Notice is hereby given that a virtual meeting of the Personnel Committee will take place on Thursday 29th October 2020 at 8pm and Members are summoned to attend.

The Public and The Press are cordially invited to attend. If you wish to join the meeting, please contact the Clerk by email for zoom meeting id & password and ensure any letters relevant to the agenda are emailed to the Clerk, both by noon on the Wednesday preceding the meeting, so that meeting details can be emailed to you and letters circulated to Members in advance. Thank you.

AGENDA

- 1. Welcome and Introductions:** By the Chairman. {5}
- 2. Apologies for absence:** To note any apologies received.
- 3. Declarations of Interest:** To note and record any declarations made.
- 4. Approval and signing of minutes:** To approve the minutes of the Personnel Committee meeting held on 26th February 2020.
- 5. Personnel Sub Committee.** {5}
To appoint at least two Cllrs onto the Personnel Sub Committee.
- 6. Exclusion of public and press.** To exclude public and press if necessary.
To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.
- 7. Clerks Workload and Additional Hours:** {10}
To discuss Clerks workload. To review additional hours being worked by the Clerk on a trial basis, to consider if these are meeting the needs of the parish and make recommendations to the Full Council.
- 8. Recruitment of New Staff Member:** {30}
To finalise details of the role, discuss recruitment process and agree the next steps.
- 9. Clerks Appraisal.** {10}
To formalise the Clerks appraisal outcome and its recommendation to the Full Council.
- 10. Review of Staff Salaries.** {10}
To consider undertaking an evaluation of the Clerk's role and the continuing appropriateness of the spinal salary point she is being paid on currently. To agree the next steps.
- 11. Date of next Personnel Committee meeting.** Date to be agreed.

Signed Lorraine Ellis (Parish Clerk)

Date 25th October 2020

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