

NAZEING PARISH COUNCIL

Notice is hereby given that Personnel Committee will meet on Thursday 6th January 2022 after the Finance Committee meeting at the Scout Hut, Perry Hill, Middle Street, Nazeing and Members are summoned to attend.

The Public and The Press are cordially invited to attend, however please do not attend if you are showing any symptoms of Covid or have been in contact with anyone who has subsequently developed symptoms.

Please ensure any letters relevant to the agenda are emailed to the Clerk (council@nazeingparishcouncil.org) by noon on the Wednesday preceding the meeting, so that the details can be 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 23rd April 2021.
- 5. Policies:** {10}
To discuss the list of relevant policies required with regard to Personnel matters.
- 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. Bank Holiday entitlement for Assistant Clerk:** {10}
To discuss and consider the Bank Holiday entitlement for the position of Assistant Clerk.
- 8. Clerks Workload and Additional Hours:** {10}
To discuss Clerks workload. To review additional hours being worked by the Clerk, following appointment & training of new staff member and make recommendations to the Full Council.
- 9. Recording of Staff Annual Leave Entitlement:** {10}
To discuss and consider how staff annual leave is recorded.
- 10. Date of next Personnel Committee meeting.** TBA.

Signed Lorraine Ellis (Parish Clerk)

Date 30th December 2021

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