

NAZEING PARISH COUNCIL

Minutes of the Personnel Committee Meeting held on Monday 21st March 2022 5:30pm at the Council Office, The Leisure Centre, Bumbles Green, Nazeing.

Members present: Cllr Benton.

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

1. Welcome and Introductions:

Cllr Benton opened the meeting.

2. Apologies for absence:

Cllrs Carter and Stock.

As the meeting was inquorate, no business was transacted and the meeting was closed.

The following items on the Agenda were accordingly not considered and were postponed to a future meeting.

3. Declarations of Interest: To note and record any declarations made.

4. Approval and signing of minutes:

a) To approve the minutes of the Personnel Committee meeting held on 23rd April 2021.

b) To approve the minutes of the Personnel Committee meeting held on 6th January 2022.

5. Policies:

To discuss the list of relevant policies required with regard to Personnel matters.

6. Terms of Reference:

To review the Personnel committee Terms of Reference.

7. 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.

8. Assistant Clerk:

For the position of Assistant Clerk:

a) To discuss and consider the Bank Holiday entitlement.

b) To review and approve the draft contract.

c) To review and consider the completion of a satisfactory six-month probationary period.

d) To discuss and consider approval of additional hours being worked by the Assistant Clerk, to cover when the Clerk is absent for a week.

9. Clerk:

a) To discuss Clerks workload and additional hours. To review additional hours being worked by the Clerk, following appointment & training of new staff member and make recommendations to the Full Council.

b) Additional hours are being worked by the Clerk however, no additional holiday has been accrued or paid. To discuss and consider any next steps.

10. Annual Leave:

a) To discuss and review how staff annual leave entitlement is recorded.

b) To discuss and agree a way forward with outstanding annual leave.

11. Cover in the Office:

To discuss the possibility of the Clerk and Assistant Clerk working on separate days to increase cover in the office.

12. Date of next Personnel Committee meeting. TBA.

Meeting closed 5:35pm.

Signed by the Chairman:

Date: