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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD:	4 October, 2pm
LOCATION:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	P Jeater (Temp Chair)	C Russell	R Lee	
Also present:		A Wood Parish Clerk and RFO			
Absent:		P Poston	R Pittman	M Hart attended virtually	

Before the meeting commenced, the Clerk advised that a temporary Chair had to be appointed owing to the absence of the Chair and Vice-Chair having not been elected. Cllr Jeater was elected by those present to Chair this meeting.

PC22/030	Apologies for absence- for noting not approval No apologies had been received. Cllr Hart attended virtually and took part on the discussions but did not vote.
PC22/031	Announcements and Declarations of Interest None were presented.
PC22/032	To approve the minutes from the last Meeting held on 30 June 2022 The minutes were approved by all and signed by Cllr Jeater.
PC22/033	Public Participation Session No members of the public were present.
PC22/034	Matters arising for Report/Information Exchange (not for resolution) No matters arising
PC22/035	To elect a Vice Chair for this committee It was RESOLVED to appoint Cllr Lee as vice-chair of this committee Proposed: Cllr Jeater Approved: Cllr Russell and Cllr Jeater Cllr Lee did not take the Chair for this meeting as a Chair had already been appointed
PC22/036	To discuss a recommendation to Full Council to take the Civility and Respect pledge The Clerk presented information on the project that is being encouraged by NALC, OVW and SLCC. It was RESOLVED that this pledge and the associated Dignity at Work policy be presented to the Full Council at the November meeting for adoption. Proposed: Cllr Jeater Unanimously agreed
PC22/037	To consider undertaking job evaluations for the current staff The Clerk requested approval to obtain quotes for an external company to undertake job evaluations for the staff. This was in light of the recruitment of the new Clerk and that this process had not been undertaken before. It was noted that the roles and responsibilities of the council had changed considerably since the clerk started in 2015 and that this was needed. The Clerk was asked to progress this and report back at the next meeting.

	Proposed: Cllr Jeater All agreed
Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960	
PC22/038	<p>To receive a report from the Clerk on current staffing levels including an update on the proposed pay review for the Local Government Sector</p> <ul style="list-style-type: none"> • The Clerk provided an update and confirmed the committee's position with regards to a current member of staff. The Clerk will progress the decision. • The Clerk provided the latest press release relating to the proposed pay review, which had received approval from one union and was awaiting ballots from the other two unions involved in the negotiations. This was noted.
PC22/039	<p>To review applications for the Communications and Projects Clerk position and to agree next steps.</p> <p>The committee reviewed the 4 applications for the position and confirmed the next stages of the process. The Clerk was asked to progress this.</p>
PC22/040	<p>Items for inclusion in the Next Agenda (not requiring resolution or action)</p> <ul style="list-style-type: none"> • Nothing requested
PC22/041	Chair to closed the meeting at 3.05pm, Next meeting: 6 December 2022