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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD:	1st October 2024, 4pm
LOCATION:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	R Lee (Chair)	C Russell	P Jeater	D Sankey
		M Hart			
Also present:		A Wood Parish Clerk and RFO	A Zakharyeva (attended online)		
Absent:		M Marston			
PC24/009	To elect a Chair for the committee Cllr Lee was elected as Chair Proposed: Cllr Jeater Seconded: Cllr Russell All agreed.				
PC24/010	Apologies for absence- for noting not approval Apologies were noted from Cllr Marston.				
PC24/011	Announcements and Declarations of Interest None were presented.				
PC24/012	To approve the minutes from the last Meeting held on 6th February 2024 The minutes were approved by all and signed by Cllr Lee.				
PC24/013	Public Participation Session No members of the public were present.				
PC24/014	Matters arising for Report/Information Exchange (not for resolution) A discussion was held regarding future office provision in relation to employer responsibilities and staffing needs. It was agreed that a matrix of requirements be created by the committee for future presentation to the full council. Cllr Hart to lead on this work.				
PC24/015	To receive a progress report from the Communications Clerk on her CiLCA qualification work. Ms Zakharyeva provided an update. The committee thanked her for her report and she left the meeting at this time.				
PC24/016	To approve the new suite of employment policies The Clerk presented the committee with a new Employee Handbook based on updated NALC model employment policies. After a brief discussion, it was RESOLVED to present this handbook to full council for adoption. Proposed: Cllr Lee Seconded: Cllr Hart All agreed.				
PC24/017	Items for inclusion in the Next Agenda (not requiring resolution or action) <ul style="list-style-type: none"> • Update on the Communications Clerk CiLCA progress • Further discussion on the matrix of office requirements 				
PC24/018	Chair to close the meeting The Chair closed the meeting at 4.35pm. Next meeting: 3 rd December 2024, 4pm, Council Office, 4 The Limes, Ingatestone, CM4 0BE.				