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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD:	16 February 2022, 4pm
	Council Chambers

Present:	Cllrs	J Winter (Chair)	D Sankey	P Jeater	C Russell
		R Lee			
Also present:		A Wood Parish Clerk and RFO			
Absent:		P Poston	D Jelley (attended via Zoom)		
PC22/001	Apologies for absence- for noting not approval Apologies were received from Cllr Poston. <i>Cllr Jelley attended the meeting via zoom and therefore is counted as absent in line with the Local Government Act 1972 requirement for councillors to attend meetings in person.</i>				
PC22/002	Announcements and Declarations of Interest None were presented.				
PC22/003	To approve the minutes from the last Meeting held on 7 December 2021 The minutes were approved by all and signed by Cllr Winter.				
PC22/004	Public Participation Session No members of the public were present.				
PC22/005	Matters arising for Report/Information Exchange (not for resolution) The Clerk reported that the Local Government salary award has still not been agreed and is outstanding from April 2021.				
PC22/006	To agree the frequency of the review of personnel policies Cllr Winter advised that currently the 6 personnel policies are reviewed on an annual basis, and it was questioned as to whether this regularity was necessary. It was RESOLVED that subject to any changes in employment law, that the next personnel policy review will be undertaken in June 2023, after the elections. Proposed: Cllr Winter 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					
PC22/007	To receive an update from the Communications Officer The Clerk apologised that the Communications Officer was on annual leave and therefore she provided the update.				
PC22/008	To receive an update on continuing professional development of the Clerk The Clerk advised that she is now a qualified CiLCA trainer and is running the EALC training course for the qualification. She will also be leading 2 training sessions on Law and Procedure for the EALC this year. It was noted that this additional work is also of benefit to the Council as a whole.				

PC22/009	<p>To receive a general report on staff and future requirements</p> <p>The Clerk gave a general staff update and reported that the staff appraisals have been undertaken and that fortnightly staff meetings are now taking place. It was agreed that discussions due to take place at the Council workshop at the end of February will help highlight future staffing requirements and therefore this is a work on progress.</p>
PC22/010	<p>Items for inclusion in the Next Agenda (not requiring resolution or action)</p> <p>There were no additional suggested items for the agenda</p>
PC22/011	<p>Chairman to close the meeting</p> <p>Close of meeting: 4.35pm</p> <p>Date of next meeting: 5 April 2022 at 4pm, Council Committee room, Suite 3</p>