



Parish Office  
Suite 2  
4, The Limes  
Ingatestone  
Essex  
CM4 0BE

Telephone: 01277 676759

Email: clerk@ingatestone-fryerningpc.gov.uk  
www.ingatestone-fryerningpc.gov.uk

## PERSONNEL COMMITTEE

<b>MINUTES OF MEETING HELD:</b>	<b>6 April 2021, 9.30am</b>
	<b>Online meeting via Zoom</b>

<b>Present:</b>	<b>Cllrs</b>	J Winter (Chair)	R Lee	P Jeater	D Sankey
		C Russell	P Poston		
<b>Also present:</b>		A Wood Parish Clerk and RFO			
<b>Absent:</b>					
<b>PC21/019</b>	<b>Apologies for absence- for noting not approval</b> All present.				
<b>PC21/020</b>	<b>Announcements and Declarations of Interest</b> None were presented.				
<b>PC21/021</b>	<b>To approve the minutes from the last Meeting held on 4 March 2021</b> The minutes were approved but could not be signed by Cllr Winter due to social distancing measures.				
<b>PC21/022</b>	<b>Public Participation Session</b> No members of the public were present.				
<b>PC21/023</b>	<b>Matters arising for Report/Information Exchange (not for resolution)</b> There were no matters arising.				
<b>PC21/024</b>	<b>Equality and Diversity policy</b> <ul style="list-style-type: none"> <li>• Cllr Winter introduced the item and after a brief discussion it was <b>RESOLVED to approve the policy for ratification at Full Council.</b> <b>Proposed: Cllr Winter</b> <b>All agreed.</b></li> <li>• Cllr Winter introduced the online training session provided by the EALC on Equality and Diversity and asked that councillors undertake this training. It was agreed that all councillors and staff should be asked to undertake this training and that it be included in the induction of new councillors.</li> </ul>				
<b>PC21/025</b>	<b>Personnel policy review</b> <b>The following policies were reviewed and approved and will be presented to Full Council for adoption.</b> <ul style="list-style-type: none"> <li>• Grievance</li> <li>• Disciplinary</li> <li>• Health and safety</li> <li>• Lone working</li> <li>• Council relations</li> <li>• Sickness and absence</li> <li>• Unacceptable behaviour</li> </ul> <b>Proposed: Cllr Winter, All agreed</b> <ul style="list-style-type: none"> <li>• Cllr Jeater suggested that for new Councillors that a mentoring system be set up for new councillors. This was agreed by all as a future arrangement.</li> </ul>				
<b>PC21/026</b>	<b>Items for inclusion in the Next Agenda (not requiring resolution or action)</b> There were no additional suggested items for the agenda				

**PC21/027**

**Chairman to close the meeting**

**Close of meeting: 12.26pm**

**Date of next meeting: 1<sup>st</sup> June at 9.30am**      Venue: to be confirmed