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PERSONNEL COMMITTEE

MINUTES OF MEETING HELD: 4 February 2020
VENUE: Seymour Pavilion

Present: Cllrs J Winter (Chair) D Sankey P Poston

Absent Cllrs R Lee P Jeater C Russell

Also present: A Wood (Clerk
and RFO)

PC20/001 Apologies for Absence, for noting but not approval

Apologies were received from Cllrs Russell and Jeater

PC20/002 Announcements and Declarations of Interest

None were received

PC20/003 To approve the minutes of the previous meeting on the 3 December 2019

These were approved and signed by the Chair

PC20/004 Public participation session

No members of the public were present

PC20/005 Matters arising for report (not for resolution)

There were no matters arising for report

PC20/006 Personnel policy review

The following policies were reviewed and approved

Proposed: Cllr Winter

All agreed

Grievance, Disciplinary, Equal opportunities, Health and safety, Lone working, Council relations, Sickness and absence and Unacceptable behaviour

PC20/007 Council Handbook

The Clerk reported that the requested handbook of office procedures is being created and with the changes in staffing proposed, should mitigate risk in loss of business continuity.

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

PC20/007 Staffing

The Clerk provided an update on discussions she had held with the parish caretaker and apprentice. It was agreed that a proposed job description for the new Assistant Clerk position be discussed at the next meeting.

PC20/008 Items for inclusion in the next agenda

- Job description for new Assistant Clerk

PC20/009 The Chair closed the meeting at 10.10am

The next meeting of the Personnel Committee will be 7 April 2020 at 9.30am, Seymour Pavilion.