



Notice is hereby given that Personnel Committee will meet on Friday 14th March 2024 at 10:30am at the Council Office, The Leisure Centre, Bumbles Green, Nazeing and Members are summoned to attend.

The Public and The Press are cordially invited to attend. Please ensure any letters relevant to the agenda are emailed to the Clerk (council@nazeingparishcouncil.org) by noon on the Wednesday preceding the meeting, so that the details can be circulated to Members in advance. Thank you. Note: This meeting may be recorded by the Clerk for the purposes of minute taking.

AGENDA

24/421. Welcome and Introductions: By the Chairman.

24/422. Apologies for absence: To note any apologies received.

24/423. Declarations of Interest: To note and record any declarations made.

24/424. Approval and signing of minutes:

To approve the minutes of the Personnel Committee meeting held on 8th November 2024.

24/425. Exclusion of public and press. To exclude public and press if necessary.

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

24/426. Additional Hours Worked by Staff: MOC

Additional hours have been worked by the Clerk since April 2020 and by the Assistant Clerk since September 2022, however, no additional holiday has been accrued or paid. Following discussion and information on the ACAS website, it has been acknowledged that staff are entitled to holiday pay based on the additional hours that have been worked. Cllr O'Connor to provide an update and details circulated to committee members. To discuss, consider and agree a way forward.

24/427. Date of next Personnel Committee meeting. TBA.

24/428. To formally close the meeting: By the Chairman.

Signed *Lorraine Ellis* (Parish Clerk)

Date 7th March 2025

Tel: 01992 893012 email: council@nazeingparishcouncil.org