



Notice is hereby given that Personnel Committee will meet on Friday 11th April 2025 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

24/467 Welcome and Introductions: By the Chairman.

24/468 Apologies for absence: To note any apologies received.

24/469 Declarations of Interest: To note and record any declarations made.

24/470 Approval and signing of minutes:

To approve the minutes of the Personnel Committee meeting held on 14th March 2025.

24/471 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.

24/472 Suspension of the Time Off in Lieu (TOIL) Policy

To consider suspension of the TOIL policy.

24/473 Flexible Working

Discuss how contracted hours could be used more flexibly.

24/474 Timesheets

To consider what information staff need to record going forward.

24/475 Additional hours worked in January and February by the Clerk

To discuss and agree a way forward.

24/476 Historical Holiday Uplift for Additional Hours Worked by Staff

Clerk to present calculated figures for consideration.

24/477 Date of next Personnel Committee meeting. TBA.

24/478 To formally close the meeting: By the Chairman.

Signed *Katie Fletcher* (Assistant Parish Clerk)

Date: 4th April 2025

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