



Notice is hereby given that Personnel Committee will meet Thursday 8th May 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 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 Assistant Clerk for the purposes of minute taking.

AGENDA

24/499 Welcome and Introductions: By the Chairman.

24/500 Apologies for absence: To note any apologies received.

24/501 Declarations of Interest: To note and record any declarations made.

24/502 Approval and signing of minutes:

To approve the minutes of the Personnel Committee meeting held on 11th April 2025.

24/503 Interim Arrangements for Administration of the Parish:

- a) Following the resignation of the Clerk, to discuss cover of the Clerk and RFO roles until new staff are appointed, including hours and duties to be covered.
- b) To discuss what bank authorities and facilities are to be granted during this interim period.

24/504 Staff Vacancies:

- a) To discuss the scope of roles to be advertised (including job descriptions, salary ranges and days/hours) and other content of the advertisements.
- b) To discuss advertising strategy (including timescales) for the potential vacancies.
- c) To discuss screening of applications and interview format and cover.

24/506 Date of next Personnel Committee meeting. TBA.

24/507 To formally close the meeting: By the Chairman.

Signed *Katie Fletcher* (Assistant Parish Clerk)

Date: 1st May 2025

Tel: 01992 893012 email: council@nazeingparishcouncil.org