



Notice is hereby given that the Personnel Committee will meet Thursday 17th July 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 day before the meeting, so that the details can be circulated to Members in advance. Thank you. Note: This meeting may be recorded for the purposes of minute taking.

AGENDA

25/055 Welcome and Introductions: By the Chairman.

25/056 Apologies for absence: To note any apologies received.

25/057 Declarations of Interest: To note and record any declarations made.

25/058 Approval and signing of minutes:

To approve the minutes of the Personnel Committee meeting held on 8th May 2025.

25/059 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.

25/060 Staff Vacancies:

- a) To discuss the outcome of candidate interviews and consider potential recommendations to take to Council for approval.
- b) To discuss recommendations for salary offers to successful candidates.
- c) To discuss next steps.

25/061 Extra Hours Worked by Acting Clerk:

To consider the additional hours worked since the interim arrangement commenced.

25/062 Standard Working Practices:

To discuss working practices to be adopted for any future flexibility of contracted hours or additional hours worked, and how these will be recorded and approved.

25/063 Date of next Personnel Committee meeting. TBA.

25/064 To formally close the meeting: By the Chairman.

Signed *Katie Fletcher* (Acting Parish Clerk)

Date: 11th July 2025

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