



Notice is hereby given that the Personnel Committee will meet Thursday 2nd October 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

25/180 Welcome and Introductions: By the Chairman.

25/181 Apologies for absence: To note any apologies received.

25/182 Declarations of Interest: To note and record any declarations made.

25/183 Approval and signing of minutes:

To approve the minutes of the Personnel Committee meeting held on 31st July 2025.

25/184 Personnel Policies:

- a) To consider the proposed draft Sickness & Absence Policy (sent separately).
- b) To review the Lone Working Policy (sent separately).

25/185 Other Policies:

- a) To consider the proposed draft ID badge policy (sent separately).
- b) To review the Social Media Policy (sent separately).

25/186 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.

25/187 Clerks Yearly Review:

To consider the outcome of Clerks Annual Appraisal and discuss any recommendation to be made.

25/188 Assistant Clerk Training

Clerk to provide an update on the progress of the Assistant Clerks training. Discuss any actions.

25/189 Date of next Personnel Committee meeting. TBA.

25/190 To formally close the meeting: By the Chairman.

Signed *Katie Fletcher* (Parish Clerk)

Date: 26th September 2025

Tel: 01992 893012 email: council@nazeingparishcouncil.org