



Notice is hereby given that the Personnel Committee will meet Tuesday 20th January 2026 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

25/321 Welcome and Introductions: By the Chairman.

25/322 Apologies for absence: To note any apologies received.

25/323 Declarations of Interest: To note and record any declarations made.

25/324 Approval and signing of minutes:

To approve the minutes of the Personnel Committee meeting held on 2nd October 2025.

25/325 Lone Working Policy (ET)

To further review the Councils Lone Working Policy, and whether to replace this with the NALC 2024 template policy &/or to incorporate the Suzy Lamplugh Trust guidance.

25/326 Emergency First Aid Training

At the Committee meeting on 08/11/2024 it was agreed that both the Clerk and Assistant Clerk would complete Emergency First Aid training. The Clerk (then Assistant Clerk) completed a 1-day course in January 2025, which is now due to be repeated. To consider the strategy for Emergency First Aid training for the Clerk and Assistant Clerk moving forward.

25/327 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.

25/328 Assistant Clerk's End of Probation

To agree the recommended outcome of the Assistant Clerks 6-month probation period, to put forward for Council approval.

25/329 Date of next Personnel Committee meeting. TBA.

25/330 To formally close the meeting: By the Chairman.

Signed *Eleni DiFrancesco* (Assistant Parish Clerk)
Tel: 01992 893012 email: council@nazeingparishcouncil.org

Date: 13th January 2026