

Galleywood Parish Council

The Keene Hall, Watchouse Road, Galleywood, Chelmsford CM2 8PT



You are hereby summoned to attend a **meeting of the Personnel Committee** on **8 October 2024** at 10.00am in Ron White Room, The Keene Hall, Watchouse Road, Galleywood CM2 8PT for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Wilde

Mrs Kelly Wilde
Clerk to Galleywood Parish Council
1 October 2024

Councillors: A McQuiggan, N Paul, J Potter, S Troop

PERSONNEL AGENDA **This meeting will be recorded.**

- 24-116 Apologies for Absence**
To receive and approve apologies and reasons for absence.
- 24-117 Confirmation of Minutes** (herewith)
To agree and sign the minutes of the meetings held on 20 June 2024.
- 24-118 Declaring of Interests and Dispensations**
Members must not participate in any discussion on the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest.
- 24-119 Public Participation Session with respect to items on the agenda**
To allow up to 15 minutes for members of the public to make representations.
- 24-120 Terms of Reference** (herewith)
To note the ToFR has been amended in line with the Training Policy FC24-807c.(3.3 and 3.8)
- 24-121 Exclusion of the Press and Public**
To resolve to exclude the Press and Public from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information.
- 24-122 Personnel Matters** (to follow)
To discuss report and resolve.

The next Personnel Committee Meeting is on:
Thursday 14 January 2025 at 10am

GALLEYWOOD PARISH COUNCIL

MINUTES OF THE PERSONNEL MEETING

HELD AT THE KEENE HALL – RON WHITE ROOM – GALLEYWOOD

on Thursday 20 June 2024 at 10.00am

Formal acceptance will take place at the next Committee Meeting

Present:

Councillors: A McQuiggan, N Paul, and S Troop (Chairman)
In attendance: Clerk

- 24-109

Apologies for Absence

RESOLVED that an apology of absence was received and accepted from Councillor(s): Potter
- 24-110

Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 14 May 2024 were a true and accurate account were signed by the Chairman.
- 24-111

Declaring of Interests and Dispensations

There were none.
- 24-112

Public Participation Session with respect to items on the agenda

There were no members of the public.
- 24-113

Exclusion of the Press and Public

There were no members of the public.
- 24-114

Personnel Matters

RESOLVED that the Clerks contract would be amended to reflect the new office hours.
- 24-115

Code of Conduct

RESOLVED that the appropriate action would be taken by the Chairman.

There being no further public business to be transacted, the Chairman closed the meeting at 10.45am.

Signed ChairmanDated





PERSONNEL COMMITTEE TERMS OF REFERENCE

Members

- Membership shall consist of four Council members and shall be appointed at the Annual Council Meeting
- Membership shall consist of the Chairman and Vice Chairman of the Council, the Chairman of the Planning and Highways and Finance and Resources Committees. If a Committee Chairman is not available because they are already a member through their position as either Chairman or Vice Chairman of the Council, any other Councillor may be nominated at the Annual Council Meeting
- The Chairman and Vice Chairman of the Committee shall be appointed at the Annual Council Meeting
- Three members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater

Frequency of Meetings

Quarterly and other meetings may be called as and when required.

Delegated Powers

1. To consider levels of staffing and make recommendations to the Council; thereafter to implement decisions to recruit in accordance with current guidance from NALC.
2. To consider current contracts and conditions of employment and ensure that they follow the current guidance from NALC.
3. To review annually the currently agreed form and method of appraisal and after consultation with staff, implement appropriate changes.
4. To receive a summary of all Staff Appraisals in line with the Council's Appraisal Policy.
5. To review salaries in accordance with current contracts and guidance from NALC and make recommendations to the Council.
6. To consider recommendations relating to Health & Safety at Work and Risk Management made by the Clerk and implement necessary changes provided that any cost does not exceed £250. Recommend changes exceeding £250 are to be referred to the Council.
7. When dealing with issues of a confidential nature, the public and press be temporarily excluded *in accordance with the Public Bodies (Admission to Meetings) Act 1960*
8. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work.
9. Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee.
10. Advisors shall have no voting rights.

Agendas and Minutes will be provided to all Parish Councillors, City and County Councillors representing Galleywood Parish Council.

Date effective from:	2022
Last review date:	16 May 2024
Next review:	May 2025
Committee:	ANNUAL COUNCIL