

BUCKHURST HILL PARISH COUNCIL

Mrs E.P. Petyt-Start
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2 July 2021

A meeting of the **PERSONNEL COMMITTEE** will be held at **8pm** on **Thursday 8 July 2021** at **Buckhurst Hill Library** and you are hereby summoned to attend. Members of the public and press are invited to be present, and the following business will be transacted.

Mrs Liz Petyt-Start
Clerk to the Council

1. **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive declarations of interest from Members in any item on the agenda, in accordance with the Members' Code of Conduct.
The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room while that item is being considered.
3. **MINUTES**
To approve the minutes of the Personnel Committee meeting held on the 28 January 2021, circulated, and to authorise their signing by the Chairman.
4. **PUBLIC PARTICIPATION**
To hear representations from members of the public
The maximum time allowed for this item is 15 minutes, at the close of this item members of the public will no longer be permitted to address the Council.
5. **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**
To note communications received by the Chairman of the Committee or Clerk to the Council. Please note that no decisions can lawfully be made under this item, as that business must be specified on the agenda.
6. **CLERKS REPORT**
To receive a report from the Clerk covering, as a minimum, the areas agreed in the sub-committees "Terms of Reference" and to agree any consequential actions.

It is proposed the meeting move into private session for the remainder of the items to be discussed. (Public Bodies [Admissions to Meetings] Act 1960)
7. **EMPLOYEYEE PAY SCALES**
To receive information regarding the current pay scales of BHPC employees in comparison with surrounding Epping Forest councils
8. **DISCIPLINARY AND GRIEVANCE MATTERS**
 - i) To receive information on two separate investigation meetings
 - ii) To provide a decision relating to the recommendations of the investigating manager
9. **PERSONNEL COMMITTEE**
 - a) Items of concerns
 - b) Items for next agenda

Members of the Personnel Committee:

Cllrs: Mrs S Neville (Chairman), Mrs S Goodfellow, Mrs A Redelinghuys