

# BUCKHURST HILL PARISH COUNCIL

Mrs E.P. Petyt-Start  
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25 February 2022

A meeting of the **PERSONNEL COMMITTEE** will be held at **5.30pm** on **Thursday 3 March 2022 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 16 September 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.  
  
*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)*
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.
7. **JOB DESCRIPTIONS**
  - i) To receive and discuss the job descriptions for the parish staff.
  - ii) To receive the staff structure
  - iii) To provide decision upon the recruitment of RFO/Deputy Clerk
8. **KEY PRIORITIES**  
To discuss, consider and agree Key Priorities for the next 6 to 12 months.
  - i) **PERSONNEL COMMITTEE**
    - a. Items of concerns
    - b. Items for next agenda

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## Members of the Personnel Committee:

Cllrs: Mr K Williamson (Chairman), Ms A Hall, Mr S Neville, Mrs J Share Bernia