



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mr Sean Cooke

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Members of the Personnel Committee are hereby summoned to attend the Personnel Committee meeting taking place in the Church Room at St Lawrence Church, The Street, Bradfield, CO11 2US on Tuesday 21st May 2024 at 7.30pm for the purpose of transacting the following business.

Members of the press and public are welcome to attend. Please note that all meetings are recorded for minute taking purposes. Parish Council Minutes need only record resolutions and not discussion.

Sean Cooke
Sean Cooke
Clerk to Bradfield Parish Council

15th May 2024

AGENDA

- 1. To approve a Chair and Vice Chair of the Committee**
To approve a Chair and Vice Chair as set out in clause 1.5 of the Terms of Reference
- 2. Apologies for absence**
To receive and approve any apologies for absence
- 3. To receive members' declaration of interests on items that appear on the agenda**
- 4. Minutes**
Minutes of the Personnel Committee meeting held on the 28th November 2023 to be approved and signed by the Chair
- 5. Public Participation**
There will be 15 minutes available for this session where members of the public may address the Council. A maximum of 3 minutes per speaker will be permitted
- 6. Terms of Reference**
To note the Terms of Reference as approved at the Annual Parish Council Meeting dated 7th May 2024
- 7. Local Government Services Pay Agreement 2024/25**
To receive an update regarding the pay agreement
- 8. Exclusion of public and press**
To resolve that the press and public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S. 1(2)
- 9. Staff Performance**
To receive an update regarding staff performance since the Clerk's probationary review in November 2023.

10. Training

- 10.1 To receive an update regarding training undertaken by the Clerk
- 10.2 To consider the requirements for the Clerk's CiLCA qualification (scheduled to start in September 2024) and recommend to full council that they approve the guidance set out in the CiLCA Portfolio Guide section 2, supplied by the Society of Local Council Clerks (SLCC), and also the information and costings from the Essex Association of Local Councils (EALC)

11. To agree a date and time for the next meeting