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MINUTES of a meeting of the Personnel sub-committee held on 23 April at 9.30am in the Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted Mountfitchet, Essex

**PRESENT:** Cllr F Richards (Chairman), Cllrs M Caton and J O’Brien

**ATTENDING:** Mrs R Clifford - Clerk to the Council

**549 APOLOGIES FOR ABSENCE** - Cllr A Barnes due to holiday

**550 DECLARATIONS OF INTEREST -** None

**551 END OF PROBATION REVIEWS**

The Chairman reported that both new members of staff had now completed their probationary periods.

**552 COMMITTEE AND PROJECT SUPPORT ASSISTANT**

The Clerk had undertaken a mid-probation review on 23 February and the final review on 6 April. Copies of both reports had been circulated to all Personnel members prior to the meeting.

After brief discussion, it was unanimously

**RESOLVED** to make this contract permanent and to amend the job title to Committee and Projects Officer.

**553 COMMUNICATIONS ASSISTANT**

The Clerk had undertaken a mid-probation review on 23 February and the final review on 20 April. Copies of both reports had been circulated to all Personnel members prior to the meeting.

After brief discussion, it was unanimously

**RESOLVED** to make this contract permanent and to amend the job title to Communications Officer.

**554 GENERAL**

The Chairman stated that she was very pleased with the recruitment decisions made and asked for thanks to be passed to both staff members for their hard work so far.

Meeting closed 10.15am.

**NOTE**

Cllr Caton commented that she thought the sub-committee should bear in mind any possible changes to numbers of hours worked as the year progresses and any impact this may have on future budgets.