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**STANSTED MOUNTFITCHET PARISH COUNCIL PERSONNEL S/C**

MINUTES of a meeting of the Personnel sub-Committee held at 6.00pm on Wednesday 28th February 2024 in the Mountfitchet Exchange, Crafton Green, 72 Chapel Hill, Stansted Mountfitchet, Essex

**PRESENT** Cllr A Guney (Chair), Cllrs M Caton, J Kavanagh and A Khan

**ATTENDING** Mrs Ruth Clifford – Parish Clerk

 Mrs Emma Philbrick – Deputy Clerk

 Cllrs Braeckman and Prior (via Zoom)

**449 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr O’Brien – Family commitment.

 **RESOLVED** To accept the apologies for absence from Cllr O’Brien

**450 TO RECEIVE DECLARATIONS OF INTEREST -** None

**451 TO RECEIVE THE MINUTES OF THE MEETING HELD ON 15TH MARCH 2023**

 **RESOLVED** To accept the minutes of the meeting held on 15th March 2023 as a true and accurate account.

**452 TO RECEIVE AN UPDATE FROM THE CLERK WITH REGARD TO STAFF TRAINING**

The Clerk gave details of all the training that staff members have undertaken since the last meeting.

**453 ARRANGEMENTS TO COVER MATERNITY LEAVE OF ONE STAFF MEMBER**

The Clerk and Deputy Clerk are currently working through the handover from the member of staff. There are some ongoing projects which they will be assisting with but much of the groundwork was completed before the staff member went on maternity leave. The Clerk and Deputy Clerk will support the working groups as much as they can going forward. Currently there is no need to bring anyone else in especially as there is no budget for any new major projects but if the sub-Committee are in agreement then this will be assessed as time goes on. It was agreed that the time being taken up of the Clerk and Deputy Clerk will be monitored and commented that Councillors could also help if and where necessary. The member of staff was also the Allotment Officer for a time but had resigned when her maternity leave started and, as always planned, the administration and management of the allotments has been handed over to the Elms Farm Allotment Association.

**454 TO DISCUSS COUNCILLORS’ USE OF SOCIAL MEDIA**

The Clerk explained that a number of times over the last 12 months, posts have been put out by members which have been perceived as not supportive of the team in the office and have been criticism and correction of work on a public forum. The Council as a body are our employers and we would ask that if they have any issues with the staff or their work then they approach the Clerk directly as would happen in most other workplaces. An employer should not be criticising its employees on a social media platform when they are posting as a councillor, or known to be a councillor. Members of the committee completely agreed with this and Cllr Guney as the Chair advised she would be writing to members to remind them of this.

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**455 PAY REVIEW 2024-25 TO BE HELD IN PART 2**

 **RESOLVED** That under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in view of the confidential nature of the business to be discussed, the public and press be instructed to withdraw.

Meeting closed to public and press

 Discussions took place regarding the recent staff appraisals.

Meeting re-opened to the public and press

It was agreed that further information was required and the sub-committee would meet again prior to submitting their recommendation to the F&GP Committee.

**456 DATE OF NEXT MEETING**

 This will be confirmed.

Meeting closed at 7.20pm