



Name: Cllr B Sunderland
(Chair)

Date: 14th of February 2024

Signed: Original signed

Minutes of the Personnel Committee Meeting

held in the Council Chamber, Emersons Green Town Council,

1115hrs on Monday 22nd of January 2024.

Present: Councillors, Bobbie Sunderland (Deputy Mayor), Colin Hunt, Rachael Hunt, Graham Hutter, and Tina Potter.

Absent: None.

Apologies: None.

Public: One member of the public attended the meeting, Dave Somers.

Notes: The meeting began at 1115hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

PER_2023.14 Election.

To receive and consider nominations for the position of Personnel Committee Chair.

Minutes: A single nomination was received for Cllr Bobbie Sunderland to be elected as Chair of the Personnel Committee for the remainder of the municipal year.

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Graham Hutter, and resolved that:

Resolved: Cllr Bobbie Sunderland be the Chair of the Personnel Committee for the remainder of the municipal year.

PER_2023.15 Election.

To receive and consider nominations for the position of Personnel Committee Deputy Chair.

Minutes: A single nomination was received for Cllr Tina Potter to be elected as Deputy Chair of the Personnel Committee for the remainder of the municipal year.

Motion: It was moved by Cllr Graham Hutter, supported by Cllr Colin Hunt, and resolved that:

Resolved: Cllr Tina Potter be the Deputy Chair of the Personnel Committee for the remainder of the municipal year.

PER_2023.16 Welcome and Introductions.

Minutes: The Chair welcomed everyone present at the meeting and explained the emergency procedures.

PER_2023.17 Declaration of Interests under the Localism Act 2011.

Minutes: The Chair reminded members of the requirement to declare an interest. No declarations of interest were declared

PER_2023.18 Public Participation.

Minutes: One member of the public was present. The chair invited Dave Somers to address the Council. After the presentation, it was agreed that his address should be made to the Full Council.

PER_2023.19 Minutes.

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Colin Hunt, and resolved that:

Resolved: That the *Minutes of the Personnel Committee meeting held on the 12th of October 2023*, copies having been circulated, be approved as a correct record, and signed by the Chair.

Minutes: The minutes were signed at the meeting by Cllr Bobbie Sunderland.

PER_2023.20 Privacy.

To consider excluding the public and press due to the confidential nature of the following items.

Motion: It was moved by Cllr Bobbie Sunderland, supported by Cllr Tina Potter, and resolved that:

Resolved: The remainder of the meeting be conducted in a private session to the exclusion of the press and public.

PER_2023.21 Human Resources and Recruitment.

- Conclusion of the current employment of the outgoing Clerk
- Appointment of new Town Clerk and review of the Job Description.
- Managing the workload and structure of the existing team.
- Reviewing Deputy Clerk, Jane Wray, Probation.
- Review Recruitment for Youth Officer and Caretaker.
- Review the provision of HR Support.

Minutes: To start with, Cllr Bobbie Sunderland, provided background information about the conclusion of the current employment of the outgoing Clerk.

After this, a short debate about how to thank the Clerk for his contribution to the Council, then:

Motion: It was unanimously agreed, and resolved that:

Resolved: The Personnel Committee recommends that the Full Council delegates authority to the Mayor to send a letter of thanks to the outgoing Clerk. HR advice to be sort on the content of the letter.

Minutes: To start with, Cllr Bobbie Sunderland discussed the appointment of a new Town Clerk and review the Job Description using Reg Williams from LCC.

After this, a discussion took place, then:

Motion: It was agreed and resolved that:

Resolved: The Personnel Committee recommends that the Full Council delegates authority to the Personnel Committee to recruit and appoint a Clerk on a full-time employment contract.

Minutes: To start with, Cllr Bobbie Sunderland encouraged a discussion on how to manage the workload and structure of the existing team.

Motion: It was agreed and resolved that:

Resolved: The Personnel Committee meets regularly with the Deputy Clerk (Jane Wray) and other staff to monitor and support as appropriate.

Resolved: Members of the Personnel Committee meet regularly with Jane Wray (Deputy Clerk), and other staff if they request a meeting, to monitor the situation and offer support as appropriate.

Minutes: To start with, Cllr Bobbie Sunderland encouraged a discussion on how to manage the workload and structure of the existing team especially Armed Forces Day – Picnic in the Park – 29th of June 2024.

After this, a discussion took place, then:

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: The Personnel Committee recommends to the Full Council that the Council will not proceed with the event application from the Town Clerk for the Armed Forces Day - Picnic in the Park Event agreed under item FC_2023.189.

Minutes: To start with, Cllr Bobbie Sunderland discussed with the Committee about reviewing the Deputy Clerk's Probation.

After this, a discussion took place, then:

Motion: It was unanimously agreed with the continuation of the probationary period to 24/04/2024 as per November's Full Council.

Minutes: To start with, Cllr Bobbie Sunderland discussed the appointment of a new Caretaker and pausing the advert for the Youth Worker.

After this, a discussion took place, then:

Motion: It was unanimously moved and supported, and resolved that the Council pause the current recruitment for a Youth Officer agreed under item FC_2023.161 and resolved that:

Resolved: The Personnel Committee recommends that the Full Council delegates authority to the Personnel Committee to recruit and appoint a Caretaker.

Minutes: To start with, Cllr Bobbie Sunderland, discussed a review of the provision of HR Support.

After this, a short debate took place, then:

Motion: It was moved by Cllr Colin Hunt, and supported by Cllr Bobbie Sunderland, and resolved that:

Resolved: The Personnel Committee requests advice from Avon Local Councils Association (ALCA) or South Glos.

PER_2023.22 Dates and Timings.

Minutes: The date of the next meeting is to be advised by the Chair.

The Chair concluded the formal business of the meeting at 1235hrs and announced that an informal 'round-table' discussion would take place afterward.