

### **Minutes of the Personnel Committee Meeting**

**held in the Council Chamber, Emersons Green Town Council,**

**1115hrs on Wednesday 14<sup>th</sup> of February 2024.**

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

**Absent:** None.

**In Attendance:** Deputy Town Clerk, Jane Wray

**Apologies:** None.

**Public:** No members of the public were present.

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

#### **PER\_2023.23 Welcome and Introductions.**

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

#### **PER\_2023.24 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\_2023.25 Public Participation.**

**Minutes:** No Members of the public were present.

#### **PER\_2023.26 Minutes.**

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

**Resolved:** The *Minutes of the Personnel Committee meeting held on the 22<sup>nd</sup> of January 2024*, 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\_2023.27 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\_2023.28 Human Resources and Recruitment.**

- To consider the procurement of a mentoring service from LCC to support the Deputy Town Clerk, Jane Wray whilst the Council recruits a new Town Clerk, example copies and costs having been circulated.
- Managing the workload with less staff and support of the existing team.
- Review the Recruitment Schedule for the Town Clerk and Caretaker.
- To consider the procurement of HR Support, examples copies and costs having been circulated.
- Proposed training for Councillors on Personnel issues.

**Minutes:** To start with, Cllr Bobbie Sunderland, provided background information about the proposal from LCC to provide a mentoring service for the Deputy Town Clerk for 12 weeks, example copy having been circulated.

After this, a discussion took place, then:

**Motion:** It was agreed and resolved that:

**Resolved:** The Personnel Committee recommends that the Full Council accept the proposal from LCC to provide mentoring support for the Deputy Town Clerk.

**Minutes:** To start with, Cllr Bobbie Sunderland, provided background information about her meeting with Jane Wray and Donna Simmons about how work is being managed, particularly the handover from Donna, and concluded that everything is in hand.

**Minutes:** Then, Cllr Bobbie Sunderland encouraged a discussion on how to support the staff and manage probation monitoring for the Deputy Town Clerk and Environmental Services Manager.

**Motion:** It was agreed and resolved that:

- Resolved:** The Personnel Committee meets regularly with the Deputy Town Clerk, Environmental Services Manager, and other staff to provide support and progress monitoring.
- Minutes:** To follow, Cllr Bobbie Sunderland encouraged a discussion on how to provide support for the Deputy Town Clerk once Donna had left the Town Council.
- After this, a discussion took place, then:
- Motion:** It was agreed and resolved that:
- Resolved:** The Personnel Committee recommends to the Full Council that Donna Simmons is paid for her support of the Deputy Town Clerk after leaving.
- Minutes:** And finally, Cllr Bobbie Sunderland discussed with the Committee the need to recruit for an Assistant Clerk – Finance & Events as a means to support the existing team.
- 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 an Assistant Clerk – Finance & Events.
- Minutes:** The Committee noted the revised Recruitment Schedule for the Town Clerk and Caretaker.
- Minutes:** Jane Wray joined the meeting.
- Minutes:** To start with, Cllr Bobbie Sunderland, invited Jane Wray (Deputy Town Clerk) to give a summary of each of the companies that had provided quotes to provide HR Support, copies having been circulated.
- After the presentation Jane Wray left the meeting and a discussion took place, then:
- Motion:** It was agreed and resolved that:
- Resolved:** The Personnel Committee recommends that the Full Council accept the 3-year contract proposal from Council HR & Governance Support (CHRGs).
- Minutes:** To start with, Cllr Bobbie Sunderland, discussed proposed training for Councillors on Personnel issues. The committee all agreed this was not a high priority at the moment due to a lack of bespoke training for Town Councillors and the current recruitment being undertaken. Cllr Rachael Hunt offered to look for examples of best practices to share.

**PER\_2023.29 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 1245hrs and announced that an informal 'round-table' discussion would take place afterward.