

Minutes of the Personnel Committee Meeting

held in the Council Chamber, Emersons Green Town Council,

1115hrs on Monday 18th of March 2024.

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

Absent: None.

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_2023.30 Welcome and Introductions.

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

PER_2023.31 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_2023.32 Public Participation.

Minutes: No Members of the public were present.

PER_2023.33 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 14th of February 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_2023.34 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 Graham Hutter, and resolved that:

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

Notes: Cllr Rachael Hunt arrived at 1130hrs.

PER_2023.35 Human Resources and Recruitment.

- Update on staff workload.
- Update on LCC Support for Jane Wray (Deputy Town Clerk).
- Update on Town Clerk Recruitment.
- Update on Caretaker Recruitment.
- Update on Assistant Clerk Recruitment.
- Update on HR Support Package.
- Developing a policy for safeguarding sensitive Personnel Documents e.g. contracts and Staff Reviews.
- Ongoing staff support and probation monitoring.

Minutes: To start with, Cllr Bobbie Sunderland, provided an update on the staff workload, following a development meeting with Jane Wray, Cllrs Bobbie Sunderland, and Tina Potter. Cllr Bobbie Sunderland advised the committee that Jane had successfully gained her iLCA qualification through studying in her own time. Jane Wray and Paul Kearsley are covering the work of the office and all support to the Council between them.

Then Cllr Bobbie Sunderland provided an update on LLC support which is proving very effective.

After this, Cllr Bobbie Sunderland provided an update on the Town Clerk, Caretaker, and Assistant Clerk recruitment, Full Council has approved the latter 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.

Minutes: Cllr Bobbie Sunderland advised the Committee that herself and Jane Wray have a meeting to meet the representatives of CHRGS.

Then there was a discussion about safeguarding sensitive personnel documents.

Motion: it was agreed and resolved that:

Resolved: That the Personnel Committee recommends to the Full Council that they delegate authority to the Deputy Town Clerk to investigate a Cyber Policy.

Minutes: Cllr Bobie Sunderland provided an update on the ongoing staff support and probation monitoring.

A discussion took place and it was agreed that Jane Wray would conduct the probation monitoring for Paul Kearsley and the Personnel Committee would conduct Jane's probation monitoring

And finally, Cllr Bobbie Sunderland advised the Committee that she had received a letter from Jane Wray – this will be placed on the next agenda for consideration and discussion.

DATES & TIMINGS

FC_2023.36 Next Meeting.

- To note the next meeting of the Personnel Committee is currently scheduled for:
Monday 8th of April 2024 at 1115hrs in Council Chambers.

The Chair concluded the formal business of the meeting at 1245hrs and announced that an informal 'round-table' discussion would take place afterward