

## Minutes of the Personnel Committee Meeting

held in the Council Chamber, Emersons Green Town Council,

1115hrs on Monday 8<sup>th</sup> of April 2024.

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

**Absent:** None.

**Apologies:** Cllr Colin Hunt.

**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\_2023.37 Welcome and Introductions.

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

### PER\_2023.38 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\_2023.39 Public Participation.

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

### PER\_2023.40 Minutes.

**Motion:** It was moved by Cllr Bobbie Sunderland, supported by Cllr Graham Hutter, and resolved that:

**Resolved:** The *Minutes of the Personnel Committee meeting held on the 18<sup>th</sup> of March 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\_2023.41 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 Tian 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\_2023.42 Human Resources and Recruitment.**

- Update on Town Clerk Recruitment.
- Update on Caretaker Recruitment.
- Update on HR Support Package.
- Update on the recruitment of the Assistant Clerk.
- Ongoing staff support and probation monitoring.

**Minutes:** To start with, Cllr Bobbie Sunderland, provided an update on the Town Clerk Recruitment. The Recruitment was successful and following Full Council approval on the 25<sup>th</sup> of April, the new Town Clerk will start on Monday 3<sup>rd</sup> of June.

Then Cllr Bobbie Sunderland provided an update on the Caretaker recruitment. 5 people were interviewed and 2 of the candidates will be invited back for a second interview on the 16<sup>th</sup> of April 2024.

Then, Cllr Bobbie Sunderland provided an update on the HR Support package following a meeting with the provider and is happy with the recommendation of the company to Full Council.

Then, Cllr Bobbie Sunderland provided an update on the recruitment of the Assistant Clerk and advised that Jane Wray, Deputy Town Clerk will liaise with LCC to start the recruitment process.

Then, Cllr Bobbie Sunderland re-iterated that Jane Wray, Deputy Town Clerk will complete the probation of Paul Kearsley, Environmental Services Manager, whilst Cllr Graham Hutter will remain as his contact from the Personnel Committee.

At the invitation of the Chair, Jane Wray, Deputy Town Clerk provided an update on the support the office team has been receiving from the LCC mentor.

And finally, Cllr Bobbie Sunderland proposed that this support be extended to include the start of the new Town Clerk.

**Motion:** Following a discussion, it was moved by Cllr Bobbie Sunderland, supported by Rachael Hunt, and resolved that:

**Resolved:** The Personnel Committee recommends that the Full Council approve an extension of 8 weeks to continue support from the LCC mentor.

**PER\_2023.43 Assistant Clerk Recruitment.**

To review and agree on the revised Job Description for the Assistant Clerk, copies having been circulated.

**Minutes:** Cllr Bobbie Sunderland clarified some of the changes to the Assistant Clerk's Job Description and it was agreed by all that this final version will be used in the recruitment pack.

**Note:** Jane Wray, Deputy Town Clerk left the meeting for the final agenda point.

**PER\_2023.44 Staff Pay Award.**

That the Personnel Committee discusses the proposals in a letter received by Jane Wray and makes recommendations to the Full Council, copies having been circulated.

**DATES & TIMINGS**

**FC\_2023.45 Next Meeting.**

No date has been set.

The Chair concluded the formal business of the meeting at 1220hrs and announced that an informal 'round-table' discussion would take place afterward.