



EMERSONS GREEN  
TOWN COUNCIL

Name: Cllr T Potter (Chair)

Date:

Signed:

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

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

**1845hrs on Friday 26<sup>th</sup> July 2024.**

*(following a meeting of the Finance & Partnership Committee)*

**Present:** Councillors Tina Potter, Graham Hutter, Colin Hunt

**In attendance:** Joanne Bryant, Town Clerk and Jane Way, Deputy Clerk & RFO

**Apologies:** Councillor Rachael Hunt

### **PER\_2024.055 Welcome and Introductions.**

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

### **PER\_2024.056 Declaration of Interests under the Localism Act 2011.**

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

### **PER\_2024.057 Public Participation.**

No Members of the public were present.

### **PER\_2024.058 Minutes.**

**Resolution:** The *Minutes of the Personnel Committee meeting held on 27<sup>th</sup> of July 2024*, copies having been circulated, were approved as a correct record, and signed by the Chair.

### **PER\_2024.059 Update.**

Town Clerk reported that, following further interviews and assessments, an additional part time Assistant Clerk will be appointed as job share (1FTE/same terms), as per TOR and scheme of delegation. This is a direct replacement for a recent retiree. No objections were received from Committee.

### **PER\_2024.60 Youth Officer Recruitment.**

**Resolution:** Town Clerk to advertise newly created role of Youth Liaison Officer using the Draft job description and advertisement previously circulated.

**PER\_2024.061 Dates and Timings.**

No date has been set.

The Chair concluded the formal business of the meeting at 1900hrs and announced that an informal 'roundtable' discussion would take place afterward.

DRAFT