



Name: Cllr T Potter (Chair)

Date: 3rd of October 2024

Signed: Original Signed

Minutes of the Personnel Committee Meeting
held in the Council Chamber, Emersons Green Town Council,
1500hrs on Friday 26th July 2024.

Present: Councillors Tina Potter, Graham Hutter, Colin Hunt

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

PER_2024.046 Election of Chairperson.

Resolved: That Councillor Tina Potter is Chair of the Personnel Committee

PER_2024.047 Election of Deputy Chairperson.

Resolved: That Councillor Graham Hutter is Deputy Chair of the Personnel Committee

PER_2024.048 Welcome and Introductions.

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

PER_2024.049 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_2024.050 Public Participation.

No Members of the public were present.

PER_2024.051 Minutes.

Resolved: That the *Minutes of the Personnel Committee meeting held on 8th of April 2024*, copies having been circulated, be approved as a correct record, and signed by the Chair.

PER_2024.052 EXCLUSION OF PRESS AND PUBLIC.

The Public and Press were excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

PER_2024.053 Assistant Clerk Recruitment.

Chair invited Town Clerk, on behalf of the interview panel, to present feedback from recent interviews and assessments of candidates and recommendations.

Resolved: That the Personnel Committee agreed to offer the role of Assistant Clerk at 20 hours, SCP 18, to the recommended candidate.

PER_2024.054 Dates and Timings.

No date has been set.

The Chair concluded the formal business of the meeting at 1510hrs and announced that an informal 'roundtable' discussion would take place afterward.