



Name: Cllr T Potter (Chair)

Date: 3rd of February 2025

Signed: ORIGINAL SIGNED

Minutes of the Personnel Committee Meeting

held in the Council Chamber, Emersons Green Town Council,

1845hrs on Thursday 3rd of October 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 26th 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.