| Name: Tina Potter (Chair) |
| Date: 31st of March 2025 |
| Signed:ORIGINAL SIGNED |

EMERSONS GREEN
TOWN COUNCIL

Minutes of the Personnel Committee Meeting

held in the Council Chamber, Emersons Green Town Council,

1100hrs on Monday 3rd of March 2025.

Present: Councillors Tina Potter (Chair), Graham Hutter, Colin Hunt, Rachael Hunt

In attendance: Joanne Bryant (Town Clerk), Jane Wray (Deputy Clerk/RFO)

INTRODUCTION

PER_2025.068 Welcome and Introductions.
The meeting started at 11.20am after completion of the Planning Committee. The Chair welcomed everyone present at the meeting and explained the emergency procedures.

PER_2025.069 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_2025.070 Minutes.
Resolved: That the *Minutes of the Personnel Committee meeting held on 3rd of February 2025*, copies having been circulated, be approved as a correct record, and signed by the Chair.

PER_2025.071 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_2025.072 Recruitment.
- The Town Clerk reported on the recruitment of the Youth Liaison Officer.

Ratified: That the Personnel Committee agreed to offer the role of Youth Liaison Officer, Full Time, SCP 25, to the recommended candidate.

- The Town Clerk reported on maternity leave and cover for the Assistant Clerk.

Resolved: The Personnel Committee agreed to engage temporary services to provide maternity cover for the Assistant Clerk.

Resolved: That the Personnel Committee agreed to provide SMP for the Assistant Clerk.

PER_2025.073 Dates and Timings.
No date has been set.

The Chair concluded the formal business of the meeting at 1150hrs and announced that an informal 'roundtable' discussion would take place afterward.