

Name:

Date:

Signed:

Minutes of the Personnel Committee Meeting

Held in the Council Chamber, Emersons Green Town Council

Started at 10.45hrs on Monday 27th of October 2025

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

In attendance: Joanne Bryant (Clerk)

Apologies: Rachael Hunt

Welcome and Introductions.

The Chair welcomed everyone present and explained emergency procedures. The meeting started at 10.45hrs.

PER_2025.088 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_2025.089 Minutes.

Resolved: That the Minutes of the Personnel Committee meeting held on 9th of June 2025, copies having been circulated, be approved as a correct record, and signed by the Chair.

PER_2025.090 Youth Work Program Staff Structure

The Clerk presented a report of proposals for staffing the mobile community and youth work program.

Resolved: Recruitment of 2 part-time permanent Youth Workers for outreach and mobile provision is delegated to the Clerk.

PER_2025.091 EGTC Organisation Chart

The Clerk presented a draft organisational chart outlining the future staffing structure of Emersons Green Town Council for inclusion in the Strategic Plan Refresh.

PER_2025.092 Dates and Timings.

No date has been set for the next meeting.

The Chair concluded the formal business of the meeting at 11.10hrs and announced that an informal 'roundtable' discussion would take place.