



Name: Tina Potter

Date: 27th of October 2025

Signed: ORIGINAL SIGNED

Minutes of the Personnel Committee Meeting

Held in the Council Chamber, Emersons Green Town Council,

11.10hrs on Monday 9th of June 2025

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

In attendance: Joanne Bryant (Clerk)

Apologies: Rachael Hunt

PER_2025.080 Welcome and Introductions.

The Chair welcomed everyone present and explained emergency procedures.

PER_2025.081 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_2025.082 Minutes.

Resolved: That the *Minutes of the Personnel Committee meeting held on 31st of March 2025*, copies having been circulated, be approved as a correct record, and signed by the Chair.

PER_2025.083 Youth Work Program Staff Structure

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

Resolved: Recruitment of a Freelance Youth Worker for outreach is delegated to the Clerk.

PER_2025.084 EXCLUSION OF PRESS AND PUBLIC.

Resolved: 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_2025.085 Appointment of Maternity Cover Assistant Clerk

Ratified: That the Personnel Committee agreed the appointment of the role of Assistant Clerk (to cover Maternity Leave) to the recommended candidate, 10 hours per week SCP 12.

PER_2025.086 Annual Appraisal of the Town Clerk

The Chair shared the annual appraisal of the Town Clerk with the Committee.

PER_2025.087 Dates and Timings.

No date has been set for the next meeting.

The Chair concluded the formal business of the meeting at 11.40hrs and announced that an informal 'roundtable' discussion would take place.