



Name: Tina Potter

Date: 24<sup>th</sup> of November 2025

Signed: ORIGINAL 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 9<sup>th</sup> 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.

**Resolved:** That the circulated draft organisational chart to be included 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.