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MINUTES OF THE PERSONNEL COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON THURSDAY 5 FEBRUARY 2025 AT 3:30 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

Those Present: Cllr K O'Neill (Chair), Cllr W Irish (Vice Chair) Cllr T Campbell and Cllr G Richardson
Apologies: Cllr J Constable and Cllr M Ashton
In Attendance: Mrs R Davies, Town Clerk

23 / 24 APOLOGIES FOR ABSENCE

RESOLVED: That the apologies for Cllr Constable and Cllr Ashton are approved.

24 / 24 REGISTER OF INTERESTS AND DISPENSATIONS

Cllr Richardson declared he uses the Tusker car scheme.

25 / 24 MINUTES OF THE LAST MEETINGS

RESOLVED: That the Minutes of the meeting held on the 16 October 2024 are **approved** as an accurate record of the meeting.

26 / 24 PUBLIC PARTICIPATION

There were no members of the public present.

27 / 24 TO REVIEW FOR APPROVAL A RECRUITMENT PROPOSAL FOR TWO OFFICERS

RESOLVED: That the committee **approved** the proposal and costs associated with re appointing the external recruiter for the roles of Admin Officer and Finance Officer at a cost of £2,900 plus advertising and interview travel costs.

28 / 24 TO REVIEW THE SALARY SACRIFICE SCHEME

RESOLVED: That the committee **approved** the proposal to adopt the salary sacrifice scheme as a benefit for employees with this only for hybrid or electric vehicles and to include the compensatory element of employer NI savings for the payments.

ACTION: That the Town Clerk reviews the option of a Cycle to Work scheme.

29 / 24 CONFIDENTIAL SESSION

RESOLVED: That the committee **approved** to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (current and future personnel) of the business to be transacted.

29 / 24 / 1 HR MATTERS

The committee noted the appraisal objectives and training schedules for employees and suggestions were made and taken under review by the Town Clerk.

RESOLVED: That the committee **approved** the proposed salary awards for the year 1 April 2025 in line with the budget and previous information provided to the committee.

29 / 24 / 2 PROBATIONARY REVIEWS

The committee noted the upcoming reviews for employees to be undertaken by the Town Clerk.

29 / 24 / 3 TO DISCUSS THE FUTURE REQUIREMENTS FOR EMPLOYEES

30 / 24 CONFIDENTIAL SESSION TO END

RESOLVED: That the committee **approved** to invite the Press and Public back into the meeting.

31 / 24 DATE OF NEXT MEETING

That the next meeting is scheduled for the 19 March 2025 and will be held at 3:30pm.
The meeting closed at 4:25pm.

Signed as a true record of the meeting:

Chair _____

Date _____