townclerk@eastleigh-tc.gov.uk

10 May 2024

PERSONNEL COMMITTEE: Cllr K O'Neill (Chair) Cllr W Irish (Vice Chair), Cllr M Ashton, Cllr B Dedhia

Notice is hereby given that the **MEETING OF EASTLEIGH TOWN COUNCIL PERSONNEL COMMITTEE** will be held at **7 pm** on **THURSDAY 16 MAY 2024** at **THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH** which you are hereby summoned for the transaction of the business specified below.

Ruth Davies

Ruth Davies
Clerk to the Council

Admission of the Public and Media

Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 and to report on the meeting in accordance with the Openness of Local Government Bodies Regulations 2014.

AGENDA

28 / 23 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

29 / 23 REGISTER OF INTERESTS AND DISPENSATIONS

To receive any Declarations of Interest or Dispensations regarding any items the agenda.
(*Dispensation requests must be received in writing by the Clerk prior to the meeting)*

30 / 23 MINUTES OF THE LAST MEETINGS

To approve the Minutes of the meeting held on the 15 November 2023.

31 / 23 PUBLIC PARTICIPATION

To open the meeting to allow members of the public to make comment on matters included in the agenda.

32 / 23 RESOURCE REQUIREMENTS

32/23/1 **DECISION:** To receive and approve for proposal to council 22 May 24 the resource hierarchy for ETC

32/23/2 **DECISION:** To receive and approve for proposal to council 22 May 24 the interview and approval process

32/23/3 **Decision:** To receive and approve the resource requirements as detailed by the Town Clerk for the council year 2024 2025 based upon council resolutions.
To propose resource levels to council 22 May 24.

33 / 23 PERSONNEL PROCESSES

Decision: To receive and approve the processes for probationary reviews, appraisals and overtime requirements.

34 / 23 CONFIDENTIAL SESSION

Decision: To resolve 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 personnel) of the business to be transacted.

34 / 23 HR Matters

Discussion: To discuss HR matters relating to employees for current council year.

36 / 23 CONFIDENTIAL SESSION TO END

Decision: To invite the Press and Public back into the meeting.

37 / 23 DATE OF NEXT MEETING

To review the date of the next meeting scheduled for the 18 September 2024