townclerk@eastleigh-tc.gov.uk

28 NOVEMBER 2025
PERSONNEL COMMITTEE: Cllr K O'Neill (Chair) Cllr W Irish, Cllr M Ashton, Cllr J Constable, Cllr G Richardson; Cllr P Varadharajan

Notice is hereby given that the **MEETING OF EASTLEIGH TOWN COUNCIL PERSONNEL COMMITTEE** will be held at **4:30 pm** on **WEDNESDAY 3 DECEMBER 2025** at **THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH** which you are hereby summoned for the transaction of the business specified below.

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

18 / 25 APOLOGIES FOR ABSENCE
To receive and approve apologies for absence.

19 / 25 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)*

20 / 25 MINUTES OF THE LAST MEETINGS
To approve the Minutes of the meeting held on the 4 September 2025
To receive an update from the Chair on matters arising from the minutes which are not included in the agenda.

ACTIONS: That the Town Clerk requests the HR and H&S costs are itemised separately;
That the likelihood of TUPE in asset transfers is assessed and costed;
That the H&S costs are reviewed by Asset and Open Space Committee;
That alternative quotes are sought for specific HR requirements

21 / 25 PUBLIC PARTICIPATION
To open the meeting to allow members of the public to make comment on matters included in the agenda.

22 / 25 TO RECEIVE AN UPDATE ON THE OFFICER TRAINING AND DEVELOPMENT
To receive a verbal update from the Town Clerk on the training provided for the Officer Team

23 / 25 CONFIDENTIAL SESSION

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 (employment information) of the business to be transacted

NOTE: ALL RESOLUTIONS TAKEN IN THIS CLOSED SESSION WILL BE RECORDED IN THE MINUTES FOR TRANSPARENCY

24 / 25 TO RECEIVE THE PROPOSED PERSONNEL BUDGET FOR 2026 27

24 / 25 / 1 To **receive** and **approve** the proposed personnel budget for 2026 27 resulting from the Asset Transfer programme and Strategic Plan projects

24 / 25 / 2 To **review** and **approve** the SCP for all employees and agree bands for roles and responsibilities

24 / 25 / 3 To **review** and **approve** remuneration levels

24 / 25 / 4 To **review** and **approve** recruitment timelines for new roles and impact on 2025 26 personnel budget

25 / 25 CONFIDENTIAL SESSION TO END

To invite the Press and Public back into the meeting

26 / 25 TO APPROVE THE RECRUITMENT PROPOSAL FOR EXPANSION OF THE COUNCIL TEAM

To **receive** and **approve** the proposal to use and external service for the recruitment of 6 new posts, totalling 8 new appointments at a total cost of £6,222 to be paid in the budget year 2025 26

27 / 25 DATE OF NEXT MEETING

To confirm the date of the next meeting scheduled for the 18 February 2026 and the potential of requiring an additional meeting should budget decisions be required.