townclerk@eastleigh-tc.gov.uk

29 MAY 2025
PERSONNEL COMMITTEE: Cllr K O'Neill (Chair) Cllr W Irish, Cllr M Ashton, Cllr J Constable, Cllr G Richardson

Notice is hereby given that the **MEETING OF EASTLEIGH TOWN COUNCIL PERSONNEL COMMITTEE** will be held at **4:30 pm** on **WEDNESDAY 4 JUNE 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

1 / 25 APOLOGIES FOR ABSENCE
To receive and approve apologies for absence.

2 / 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)*

3 / 25 TO ELECT A VICE CHAIR FOR THE COMMITTEE
To receive nominations and appoint a committee Vice Chair

4 / 25 MINUTES OF THE LAST MEETINGS
To approve the Minutes of the meeting held on the 19 March 2025.
To receive an update from the Chair on matters arising from the minutes which are not included in the agenda.

5 / 25 PUBLIC PARTICIPATION
To open the meeting to allow members of the public to make comment on matters included in the agenda.

6 / 25 TO RECEIVE THE OFFICER TRAINING AND DEVELOPMENT SCHEDULE FOR 2025 26

6 / 25 / 1 To **receive** for information the agreed programme of training and professional development put in place for 25 26 for the Council Officers.

6 / 25 / 2 To **note** the access to Council Hive and receive a quick demonstration of the information available via the training included subscription

7 / 25 TO REVIEW THE POLICIES DELEGATED TO THE PERSONNEL COMMITTEE

7 / 25 /1 To receive a schedule of policies to be reviewed and approved under the delegated authority of the committee and agree a timeline and process to complete the work associated

7 / 22 / 2 To review for approval the following policies in this meeting:

- Safeguarding Policy
- Sickness and Absence Policy

7 / 25 7 3 To confirm the effectiveness of the Employee Handbook in relation to the policies

8 / 25 TO RECEIVE THE RECRUITMENT FOR THE ASSET AND OPEN SPACE OFFICER

8 / 25 / 1 To **receive** and **note** the recruitment pack for the Asset and Open Space Officer and the associated recruitment timeline

8 / 25 / 2 To appoint the interview panel for the 15th July

9 / 25 DATE OF NEXT MEETING

To confirm the date of the next meeting scheduled for the 4 September 2025