townclerk@eastleigh-tc.gov.uk

30.01.2025

PERSONNEL COMMITTEE: Cllr K O'Neill (Chair) Cllr W Irish (Vice Chair), Cllr M Ashton, Cllr J Constable, Cllr T Campbell, Cllr G Richardson

Notice is hereby given that the **MEETING OF EASTLEIGH TOWN COUNCIL PERSONNEL COMMITTEE** will be held at **3:30 pm** on **WEDNESDAY 5 FEBRUARY 2025** at **THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH** which you are hereby summoned for the transaction of the business specified below. This is the rearranged meeting from the 11 DECEMBER 2024

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

23 / 24 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

24 / 24 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)*

25 / 24 MINUTES OF THE LAST MEETINGS

DECISION: To **approve** the Minutes of the meeting held on the 16 October 2024.
To receive an update from the Chair on matters arising from the minutes which are not included in the agenda.

26 / 24 PUBLIC PARTICIPATION

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

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

DECISION: To receive, review and **approve** 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

DECISION: To receive, review and **approve** the proposal to adopt the salary sacrifice scheme as a benefit for employees.

29 / 24 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 and future personnel) of the business to be transacted.

29 / 24 / 1 HR MATTERS

NOTE: To receive the appraisal objectives and training schedules for employees

DECISION: To receive and **approve** 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

NOTE: To **note** the upcoming reviews for two employees

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

30 / 24 CONFIDENTIAL SESSION TO END

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

31 / 24 DATE OF NEXT MEETING

To confirm the date of the next meeting scheduled for the 19 March 2025.