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MINUTES OF THE PERSONNEL COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON THURSDAY 13 AUGUST 2024 AT 3 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

Those Present: Cllr K O'Neill (Chair), Cllr W Irish (Vice Chair), Cllr T Campbell
Apologies: Cllr M Ashton, Cllr B Dedhia
In Attendance: Mrs R Davies, Town Clerk

8 / 24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr M Ashton and Cllr B Dedhia.

9 / 24 REGISTER OF INTERESTS AND DISPENSATIONS

There were no declarations of interest for items on the agenda.

10 / 24 MINUTES OF THE LAST MEETINGS

RESOLVED: That the minutes of the last meeting held on the 9 July 2024 are a true record of the meeting and were duly signed by the Chair.

ACTION: The Committee confirmed that the action on the Town Clerk to provide a comparison document on pension provision was carried forward to the meeting on the 18 September 2024

11 / 24 PUBLIC PARTICIPATION

There were no other members of the public present.

12 / 24 CONFIDENTIAL SESSION

RESOLVED: That members of the public and press are excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960 for reasons of the business to be transacted relating to current and future personnel.

The resolutions and actions from this section are recorded as:

12 / 24 / 1 **RESOLVED:** That the committee approved the Probation Review process and set the date for the Town Clerk's review

12 / 24 / 2 **RESOLVED:** That the committee approved the employment contract based upon the NALC model template 2023 and noted that this template had been provided with the support of Worknest.

12 / 24 / 3 The committee reviewed the applications for the Community Engagement role and confirmed the interviews of 2 candidates.

ACTION: The Town Clerk to arrange for Thursday 22 August 2024

12 / 24 / 4 The committee noted the action to receive an update on the Financial Regulations as they relate to Personnel will be deferred to the meeting on the 18 September 2024.

ACTION: The Town Clerk place on the agenda for the meeting.

12 / 24 / 5 **RESOLVED:** That the committee approved the interim employment of the Greening Project Officer for 6 months

13 / 24 CONFIDENTIAL SESSION END

RESOLVED: That members of the public and press are invited back into the meeting.

14 / 24 DATE OF NEXT MEETING

To date of the next scheduled meeting was confirmed as 18 September 2024, however the committee noted that a Confidential Session would be scheduled for Tuesday 13 August due to the recruitment process as identified.

The meeting closed at 3:45 pm

Signed as a true record of the meeting:

Chair _____

Date _____