TownClerk@Eastleigh-TC.gov.uk

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON THURSDAY 16 MAY 2024 AT 7 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH**

**Those Present:** Cllr K O'Neill (Chair), Cllr W Irish (Vice Chair) Cllr M Ashton
**Non-Committee Member:** Cllr G Richardson
**In Attendance:** Mrs R Davies Town Clerk

**28 / 23 APOLOGIES FOR ABSENCE**

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

**29 / 23 REGISTER OF INTERESTS AND DISPENSATIONS**

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

**30 / 23 MINUTES OF THE LAST MEETINGS**

**RESOLVED:** That the minutes of the last meeting held on the 15 November 2023 are a true record of the meeting and were duly signed by the Chair.

**31 / 23 PUBLIC PARTICIPATION**

Representation was made to the committee by Cllr Richardson in support of the resource proposals.

There were no other members of the public present.

**32 / 23 RESOURCE REQUIREMENTS**

32 / 23 / 1 The committee received and reviewed the proposed resource hierarchy for the employment of officers for the council.

**RESOLVED:** That the committee approves under delegated authority to adopt the hierarchy and associated spinal points.

32 / 23 / 2 The committee received and reviewed the proposed interview and approval of hire process.

**RESOLVED:** That the committee approves under delegated authority to adopt the interview and approval process.

32 / 23 / 3 The committee received and reviewed the proposal for identified resource requirements for 2024 2025 based upon council resolutions.

**RESOLVED:** That the committee approves under delegated authority commence recruitment of the identified personnel following the interview processes as stated.

**ACTION:** The Town Clerk to finalise the recruitment packs and advertise via partner channels by the end of May 2024 with interviews commencing in the 3rd / 4th week of June.

**33 / 23 PERSONNEL PROCESSES**

The committee discussed the requirement for processes to be put in place for employee management and requested the Town Clerk carry out the following actions:

**ACTION:** The action was agreed for the Town Clerk to bring draft processes back to the committee for:

- Probationary Reviews
- Annual Appraisals
- Overtime Authorisation

**34 / 23 CONFIDENTIAL SESSION**

**RESOLVED:** That members of the public and press are excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**35 / 23 HR MATTERS**

A discussion took place regarding existing employees and employment actions. The following resolutions are recorded for Transparency.

**RESOLVED:** That the committee approve the recommendation of the Town Clerk regarding the Deputy Clerk (Designate) role

**RESOLVED:** That the committee action the Town Clerk to provide benchmarking information for roles

**RESOLVED:** That the committee note the officer delegated approval of overtime to the Assistant Town Clerk during the increased work period for taking on the responsibility of the allotment management

**36 / 23 CONFIDENTIAL SESSION TO END**

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

**37 / 23 DATE OF NEXT MEETING**

To date of the next scheduled meeting was confirmed for 18 September 2024, however the committee noted that interim meetings may be required due to the recruitment process as identified.

The meeting closed at 7:50 pm

Signed as a true record of the meeting:

Chair _____

Date _____