TownClerk@Eastleigh-TC.gov.uk

MINUTES OF THE PERSONNEL COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON THURSDAY 16 OCTOBER 2024 AT 4:30 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

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

15 / 24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted for Cllr W Irish and Cllr B Dedhia.

16 / 24 REGISTER OF INTERESTS AND DISPENSATIONS

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

17 / 24 MINUTES OF THE LAST MEETINGS

RESOLVED: That the minutes of the last meeting held on the 13 August are a true record of the meeting and were duly signed by the Chair.

There were no matters for update which were not included in the agenda.

18 / 24 PUBLIC PARTICIPATION

Cllr G Richardson asked permission of the Chair to update the committee in the Confidential Session on matters not to be discussed in the public part of the meeting. This request was granted by the Chair.

19 / 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.

Cllr G Richardson updated the committee on the conversations taking place regarding the potential asset transfer and the resulting requirement for Officers.

The resolutions and actions from this section are recorded as:

19 / 24 / 1 **NOTED:** That the Town Clerk successfully passed probationary review 11 September 24

RESOLVED: That the committee **approved** the Appraisal Process with the amends as noted.

ACTION: That the date for the appraisal of the Town Clerk will be set for the last 2 weeks in November

19 / 24 / 2 **RECORDED:** That the delegated decision to appoint RW Consulting to deliver the recruitment of the Community Engagement Officer at a cost of £1740.

RESOLVED: That the questions submitted by the external consultant were answered correctly by the Town Clerk due to the cancellation of the committee meeting of 18 September 2024

19 / 24 / 3 **NOTED:** That the dates had been set for the recruitment process and that committee members would ensure they had confirmed their availability

19 / 24 / 4 **RESOLVED:** That the committee **approved** offering employees auto enrolment into the LGPS or NEST under terms as agreed

NEST - contributions of 6% employee and 12% employer

LGPS – contributions of 5.5% to 6.8% employee as per scale and 21.4% employer (2024 contribution level which may change)

RESOLVED: That the Town Clerk gains more information into Salary Sacrifice Car Schemes on the basis of electric or hybrid only vehicles

ACTION: That committee members provide information to the Town Clerk on other benefit schemes that they have found work well.

19 / 24 / 5 **RESOLVED:** That the committee **delegated** the recruitment and retention of Project based resource to the Town Clerk on the understanding that all projects would be approved by Council or within delegated powers of other committees and costs would therefore be seen and approved prior to the resource being sourced.

RESOLVED: That the committee **approved** the proposal for current project resource in line with the budget as proposed for 2024 25 and 2025 26.

20 / 24 **RESOLVED:** That the committee **approved** the proposed budget for employment associated costs for the council year 2025 26 and **noted** the forecast for the year ending 31 March 2025 and that these are sent to the Policy and Finance Committee for inclusion in the budget setting process.

NOTED: That the projections for employees and associated costs for the years up to 29 30 in relation to the asset transfer programme.

21 / 24 CONFIDENTIAL SESSION END

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

22 / 24 DATE OF NEXT MEETING

To note the date of the next scheduled meeting is confirmed as 11 December 2024.

The meeting closed at 6 pm

Signed as a true record of the meeting:

Chair _____

Date _____