TownClerk@Eastleigh-TC.gov.uk

MINUTES OF THE PERSONNEL COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 4 JUNE 2025 AT 4:30 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

Those Present: Cllr K O'Neill (Chair), Cllr W Irish Cllr, Cllr M Ashton and Cllr G Richardson
In Attendance: Ruth Davies, Town Clerk

1 / 25 APOLOGIES FOR ABSENCE

RESOLVED: That the apologies for Cllr Constable are approved for the reasons provided to the committee.

2 / 25 REGISTER OF INTERESTS AND DISPENSATIONS

There were no interests declared for matters arising in the agenda.

3 / 25 ELECTION OF THE VICE CHAIR FOR THE COMMITTEE

RESOLVED: That Cllr W Irish is elected as Vice Chair of the Committee, nominated by Cllr Richardson and seconded by Cllr Aston.

4 / 25 MINUTES OF THE LAST MEETINGS

RESOLVED: That the Minutes of the meeting held on the 19 March are **approved** as an accurate record of the meeting.

5 / 25 PUBLIC PARTICIPATION

There were no members of the public present.

Cllr O'Neill updated the committee on the public survey for the Route 61 bus and the Town Clerk took an action to contact the parish clerks for the areas the route covers.

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

6 / 25 / 1 The committee **received and noted** the agreed programme of training and professional development put in place for 25 26 for the Council Officers.

6 / 25 / 2 The committee **noted** the access to Council Hive and received 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 The committee received the schedule of policies to be reviewed, where appropriate amended and approved.

7 / 25 / 2 **RESOLVED:** That the committee approved the Safeguarding, and Sickness and Absence Policies.

7 / 25 / 3 The committee reviewed the policies in relation to the Employee Handbook and agreed that the approved policies should replace the segments of the handbook going forward. And that all future personnel policies would be handled in this manner.

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

8 / 25 / 1 The committee received and noted the recruitment pack for the Asset and Open Space Officer and the associated timeline.

8 / 225 / 2 The committee appointed Cllr O'Neill, Cllr Ashton and Cllr Richardson to the interview panel on the 15th July 2025.

Cllr O'Neill brought forward a motion to add a confidential section to the meeting for information pertinent to Personnel which had occurred the day of the meeting but required no resolution.

RESOLVED: That the committee added the agenda items.

9 / 25 CONFIDENTIAL SESSION

RESOLVED: That the committee resolved 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.

The committee received a verbal update regarding resourcing matters.

10 / 25 CONFIDENTIAL SESSION TO END

RESOLVED: That the committee invite the Press and Public back into the meeting.

11 / 25 DATE OF NEXT MEETING

That the next meeting is scheduled for the 4 September and will be held at 4:30pm.
The meeting closed at 5:15pm.

Signed as a true record of the meeting:

Chair _____

Date _____