



PERSONNEL COMMITTEE MEETING

**Meeting to be held on Thursday 27th February 2025 at 9.15am in the Council Chamber,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

21st February 2025

Councillors are summoned to attend the above meeting to deal with the following business.

Kirsty Wadsworth
Town Clerk

Members of the public and press are warmly welcomed to attend.
Mobile phones to be switched to silent.

A G E N D A

- 25/13 Recording of meeting
Chairman to request anyone present to identify their intention to record the meeting
- 25/14 To receive apologies for absence and a vote of acceptance to be taken
- 25/15 To record declarations of interests
Members are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting
- 25/16 Public session (15 minutes, 3 minutes per speaker)
Priority will be given to those members of the public wishing to share information relating to items on the agenda.
Once the public session is closed, members of the public are not permitted to speak.
- 25/17 To confirm minutes of the Personnel meeting of 15th January 2025
- 25/18 To review and agree amendments to the Personnel Committee Terms of Reference
- 25/19 To receive an update on the Staff Handbook
- 25/20 To review and agree Training Recoupment form
- 25/21 To agree procedure for Training Recoupment form
- 25/22 To receive a Health & Safety document update

Exclusion of Press and Public

To resolve that due to the confidential nature of the business to be transacted the public and press be excluded pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

25/23 To receive a Town Clerk update

25/24 To agree for the Town Clerk to attend Nimble courses; FOI and Data Protection at a cost of £17 each

25/25 To receive a RFO update

25/26 To agree to increase the RFO hours by 4 hours per week for one month

25/27 To receive an update relating to staff member TOIL and holiday pension payment

25/28 To receive an update regarding staff member reduction in hours

25/29 To agree to advertise a new vacancy for 5½ hours per week plus holiday/sickness cover

25/30 To agree a staff probation letter

25/31 To provide an update regarding a meeting with staff about the late salary payment and late wage slips

25/32 To review and agree how wage slips are provided to staff members going forward

25/33 To receive an update regarding concerns raised by a member of staff relating to notes from an accident book entry review

25/34 To receive an update regarding a meeting with staff member relating to their contract and agree a way forward

25/35 Staff member Hayley Powling; To agree to carry forward 12 hours holiday to 1st April 2025, for a period of six months, to be used by 30th September 2025

25/36 To agree a way forward relating to an underpayment of pension contribution from a legacy staff member

25/37 To review and agree staff improvement for Rushmere premises

25/38 To provide a security update