



PERSONNEL COMMITTEE MEETING

**Meeting to be held on Tuesday 27th May 2025 at 5pm in the Council Chamber,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

20th May 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

- 25/39 To receive apologies for absence and a vote of acceptance to be taken
- 25/40 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
- 25/41 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.
- 25/42 To elect the Chair of the Personnel Committee
- 25/43 To elect the Deputy Chair of the Personnel Committee
- 25/44 To confirm minutes of the Personnel meeting of 27th February 2025
- 25/45 To review the Council Office opening hours and staffing level
- 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.
- 25/46 To agree to advertise a vacancy for 5½ hours per week
- 25/47 To receive an update on an employee contract and agree next steps
- 25/48 To provide an update on an employee staff pension and agree next steps

25/49 To review the staff handbook and agree next steps

25/50 To review staffing and consider alternative options and agree next steps

25/51 To receive an update on an employee's probation period

25/52 To discuss the Internal Auditor's comments and agree next steps

25/53 To agree to hold a meeting with all staff