

 23rd June 2025

**To Members of the Personnel Committee**

Cllrs Evans (Ex Officio), Burton, Fletcher, Robillard Webb.

Dear Councillor,

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Friday 27th June 2025 at 2.00pm** at the **Riverside Community Centre** for the purpose of transacting the business as set out on the agenda below.

**AGENDA**

**P.25/30 Apologies for absence**

 To **receive** and **consider** for acceptance, apologies for inability to attend.

**P.25/31 Declarations of Interest and Requests for Dispensations**

To **declare** any disclosable pecuniary interests or any other interest which members may have in the following agenda items and **consider** any dispensation requests.

**\*\*Public Participation**:

We welcome the public to attend meetings and invite comments or questions regarding any of the agenda items. The Committee, at the Chairperson’s discretion, sets aside a short period of time for this at the commencement of the meeting.

**P.25/32 Exclusion of Press & Public – Public Bodies (Admission to Meetings) Act 1960:**

 To **resolve** on whether the Council will move into closed session to consider any confidential matters in any of the following agenda item(s) in accordance with the Public Bodies (Admission to Meetings) Act 1960 Section.1(2). Should this resolution be passed, the items will be agreed and the public and press will be required to leave the meeting for the relevant item(s) only.

**P.25/33 Minutes**:

i) To **agree** as a correct record and approve the minutes of the meeting of 6th June 2025 *(*[*\*copy enclosed*](https://www.dropbox.com/scl/fi/0l77tmwyk2blatrnqm0td/27.06.25-Draft-Personnel-Committee-Minutes-of-06.06.25-MW.docx?rlkey=zbjashl4jq7dhjo83xhnzpy8h&dl=0)*).*

ii) To **receive** any update(s) on actions/items from the previous meeting.

**P.25/34 Standing Item – Climate and Ecology Emergency:**

To **note** the Council Declaration and to embed the climate and ecology emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

**P.25/35 Personnel Update:**

To **update** committee members on personnel matters and to **consider** any potential future actions.

**P.25/36 Work Planning & Resources:**

To **consider** current council workload and **discuss/agree** potential solutions for the short-term catch-up period(s).

**P.25/37 Caretaker – Riverside Community Centre:**

i) To **receive** and **note** the resignation of the current postholder.

ii) To **receive** and **approve** the following documents ahead of recruitment:

- Job Advertisement ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/o3wzthaxtptsktudgxw3z/27.06.25-Advertisement-Caretaker-June-2025-Review.docx?rlkey=xmmsrm1lisa9r7inrk6ff1gr7&dl=0))

- Job Description ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/k244dxi8achbxrgp1tdgy/27.06.25-Caretaker-Job-Description-June-2025-Review.doc?rlkey=a0z3a8xh2jraof7ndpyv67uch&dl=0))

- Person Specification ([*\*copy enclosed*](https://www.dropbox.com/scl/fi/96uja7f8ilhwc3edlpbt2/27.06.25-Person-Spec-Caretaker-June-2025-Review.docx?rlkey=lszpo7bi6k2f75hurnmazhtcw&dl=0))

**P.25/38 Grievance Report:**

 To **receive** and **consider** **noting/approving** the contents of the external Grievance Investigation Report (*\*copy to be circulated*).

**P.25/39 Matters brought forward by Councillors/Clerk:** *(for information only*).



**SIGNED DATE: 23rd June 2025**

**M WELLS - TOWN CLERK**

***\*Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.***