
Minutes of the Personnel Committee held on Thursday 28 November 2024, 1.30pm in the Hollies Rear Hall

Present: Cllr Julie Appleby (JA), Cllr Andy Woodman (AW), Cllr Mervyn Pointer (MP)

In Attendance: Emily Curtis (Town Clerk). No members of the public.

Absent: Cllr Natalie Henry.

1. **Welcome, Meeting Protocol and Etiquette:**
Cllr MP, Chairman of the Personnel Committee opened the meeting. The Clerk confirmed that she did not wish to record the meeting.
2. **Apologies for Absence:** None.
3. **Declarations of Interest and Requests for Dispensations:** None.
4. **Minutes of Meeting held on the 31 October 2024:** Minutes approved.
5. **Exclusion of Public and Press:** It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.
6. **Matters Arising:** None.
7. **Governance:**
 - 7.1 LTC's existing Equal Opportunities Policy was reviewed and approved.
 - 7.2 LTC's existing Training and Development Policy was reviewed and approved.
 - 7.3 LTC's existing Dignity at Work/Bullying and Harassment Policy was reviewed and approved.
8. **Neighbourhood Plan Officer:**
The Neighbourhood Plan has been completed and therefore the zero-hour contract will now end. Thanks were given to the Officer for their diligence. **Action:** RFO.
9. **Community Projects Officer:**
The Cllrs considered the report on the role and resolved that it should be considered by full Council as part of the 2025/26 budget review. **Action:** Clerk to add to agenda.
10. **RFO Role:**
The Cllrs did not wish to make any changes to the existing role.
11. **RFO Locum:**
The locum RFO commenced employment on the 1 December 2024. The zero-hour contract has been agreed. **Action:** Clerk/RFO.

- 12. RFO Recruitment:**
Nine applications for the post were received. Sponsoring the advert on Indeed was extremely beneficial. Indeed has credited LTC for future adverts.
 - 13. RFO Shortlisting:**
The Cllrs scored the candidates against the job description, and it was **resolved** to interview five candidates. **Action:** Clerk to invite to successful candidates for interview and decline unsuccessful candidates.
 - 14. Interview Panel:**
It was **resolved** to appoint Cllrs MP, JA and AW to carry out the interviews. The Clerk will be in attendance.
 - 15. Future Agenda Items:** Appointment of RFO.
 - 16. Next meeting date:** Wednesday 11 December 2024 at 6.30pm
- The meeting ended at 15.04.**