



# **PEACEHAVEN TOWN COUNCIL**

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## **Minutes of the meeting of the Personnel Committee held in the Anzac Room, Community House, Meridian Centre at 7.30pm on Thursday 6<sup>th</sup> June 2019**

**Present** – Cllr David Seabrook (Chairman), Cllr Isobel Sharkey, Cllr Chris Collier, Cllr Catherine Gallagher. A/Town Clerk, Tony Allen. Vicky Johnson, HR Consultant.

### **1 E001 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the first meeting of the Committee and thanked Ms Johnson for attending and agreeing to participate in the meeting.

### **2 E002 TO CONSIDER APOLOGIES FOR ABSENCE**

All members of the Committee were present.

### **3 E003 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

No declarations were made.

### **4 E004 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

It was resolved to appoint Cllr Collier as the Committee's Vice-Chairman.

### **5 E005 HR TRAINING**

Vicky Johnson will speak to Trevor Leggo/SSAALC to see what training could be offered. It was noted that training should include equality and diversity element. A/Town Clerk to speak to the RFO regarding available budget.

### **6 E006 STAFFING STRUCTURE REVIEW**

It was noted that the staffing/reporting structure is to be reviewed and updated to meet current operational requirements; the previous 'Town Manager' post to be replaced by the more appropriate 'Town Clerk' function.

### **7 E007 REVIEW OF JOB TITLES & JOB DESCRIPTIONS**

It was noted that many of the staff's job descriptions were out of date/inaccurate and that all staff job descriptions are to be reviewed.

### **8 E008 IMPLEMENTATION OF THE EMPLOYEE HANDBOOK/ADOPTION BY COUNCIL OF EMPLOYMENT POLICIES**

It was noted that this extensive document contains all of the required employment policies and procedures. The A/RFO was complemented for his hard work in producing the Handbook.

The Draft Handbook is being reviewed by Vicky Johnson to ensure that it fully meets current Law and practices.

**9 E009 REVIEW/STANDARDISATION OF EMPLOYEE CONTRACTS**

All staff contracts are to be reviewed.

**10 E010 REVIEW OF CARETAKERS ROTA**

Ms Johnson and the A/Town Clerk related the background to this exercise.

**11 E011 REVIEW OF THE USE OF TIMESHEETS**

It was noted that the use of time/job sheets by all staff had been agreed by Council to assist with monitoring and minimising overtime and TOIL. Also, historically, recording had been sporadic and unsupervised in a lot of cases.

The A/Town Clerk reported that there is to be a review of the time sheets process in the near future.

**12 E012 RECORDING OF SICK ABSENCE & ANNUAL LEAVE**

It was noted that forms for recording sick absence and annual leave were included in the new Employee Handbook and were now being brought into use.

**13 E013 REVIEW OF THE USE OF TOIL & PAYMENT OF OVERTIME**

See Item 11. above.

**14 E014 LONE WORKING RISK ASSESSMENT & POLICY**

The A/Town Clerk's draft policy and assessment document was discussed.

Cllr Collier to develop the assessment form and Ms Johnson to review the policy section.

**15 E015 RECRUITMENT OF AN RFO & RETENTION OF CURRENT T/RFO**

The Clerk reported on progress.

**16 E016 RESIGNATION OF CURRENT TOWN MANAGER AND ASSOCIATED MATTERS**

Ms Johnson and the A/Town Clerk related the background to this case and updated Councilors on the current position.

**17 E017 RECRUITMENT OF A TOWN CLERK & RETENTION OF CURRENT A/TOWN CLERK**

It was noted that SSALC had been contracted as the recruitment agent. After discussion, it was resolved that SSALC be asked to commence the recruitment of a full-time Town Clerk.

The Chairman to lead on this process, with the help of the A/Town Clerk as required.

**18 E018 UPDATE ON CURRENT STAFFING & EMPLOYMENT ISSUES**

Ms Johnson and the A/Town Clerk related the background to an ongoing matters.

**19 E019 DATE OF THE NEXT MEETING**

Thursday, 4<sup>th</sup> July 2019 at 7.30pm.

*There being no further business, the meeting closed at 21:10.*