



PEACEHAVEN TOWN COUNCIL


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TOWN COUNCIL OFFICE
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Members on this Committee:
Cllr. Claude Cheta (Chair of Council) Cllr. Job Harris (Deputy Chair of Council)
Cllr. David Seabrook (Chair of Committee) Cllr. Chris Collier
Cllr. Catherine Gallagher, Cllr. Isobel Sharkey

29th May 2019

Members of Peacehaven Town Council's Personnel Committee are summoned to a meeting of the Committee to be held in the Anzac Room, Community House, Meridian Centre, Peacehaven on Thursday 6th June 2019 at 7.30 p.m.


Tony Allen
Acting Town Clerk

AGENDA

NOTE: In accordance with Standing Order No. 11 and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from this meeting

- 1 E001 CHAIRMAN'S ANNOUNCEMENTS
- 2 E002 TO CONSIDER APOLOGIES FOR ABSENCE
- 3 E003 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
- 4 E004 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE
- 5 E005 HR TRAINING
- 6 E006 STAFFING STRUCTURE REVIEW
- 7 E007 REVIEW OF JOB TITLES & JOB DESCRIPTIONS
- 8 E008 IMPLEMENTATION OF THE EMPLOYEE HANDBOOK/ADOPTION BY COUNCIL OF EMPLOYMENT POLICIES
- 9 E009 REVIEW/STANDARDISATION OF EMPLOYEE CONTRACTS
- 10 E010 REVIEW OF CARETAKERS ROTA
- 11 E011 REVIEW OF THE USE OF TIMESHEETS
- 12 E012 RECORDING OF SICK ABSENCE & ANNUAL LEAVE
- 13 E013 REVIEW OF THE USE OF TOIL & PAYMENT OF OVERTIME
- 14 E014 LONE WORKING RISK ASSESSMENT & POLICY
- 15 E015 RECRUITMENT OF AN RFO & RETENTION OF CURRENT T/RFO
- 16 E016 RESIGNATION OF CURRENT TOWN MANAGER AND ASSOCIATED MATTERS
- 17 E017 RECRUITMENT OF A TOWN CLERK & RETENTION OF CURRENT A/TOWN CLERK
- 18 E018 UPDATE ON CURRENT STAFFING & EMPLOYMENT ISSUES
- 19 E019 DATE OF THE NEXT MEETING – TO BE AGREED