



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 4th July 2019

Present – Cllr David Seabrook (Chairman), Cllr Isobel Sharkey, Cllr Chris Collier, Cllr Catherine Gallagher, Cllr Alan Milliner, Cllr C Cheta. A/Town Clerk, Tony Allen.

1 E020 PUBLIC QUESTION TIME

No members of the public were present.

2 E021 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

The Clerk apologized for the omission of an Agenda Item to adopt the minutes of the last meeting of the Committee, held on the 6th June 2019. It was resolved to adopt these minutes as a true record.

3 E022 TO CONSIDER APOLOGIES FOR ABSENCE

All Members were present.

4 E023 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

No interests were declared.

5 E024 HR TRAINING

The Committee noted the email from HR Services, dated 3rd July 2019, listing the areas of HR that could be covered in a training session. Clerk to firm-up on session content, costs and timings.

6 E025 LONE WORKING RISK ASSESSMENT & POLICY

Cllr Seabrook had provided an example risk assessment document which highlighted the monitoring of agreed actions. Clerk to combine this element with the Council's draft policy and forward this to Cllr Collier for further review.

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 following business to be transacted, the public and press were excluded from the meeting.

7 E026 RESIGNATION OF CURRENT TOWN MANAGER AND ASSOCIATED MATTERS

The Clerk reported on developments following the Council meeting on the 18th June 2019,

8 E027 RECRUITMENT OF A TOWN CLERK & FINANCIAL ADMINISTRATOR

The Clerk reported on progress. It was agreed that an interview panel should be formed, with interviews taking place in w/c 15th July 2019; a SSALC representative to sit with the panel at the interviews.

The Clerk noted that he had supplied SSALC with the draft Job Description and Person Specification for the Financial Assistant position for expert input; Andy Beams will also be contributing to these documents.

9 E028 REVIEW OF CARETAKERS ROTA & STAFFING STRUCTURE

The Clerk reported on the second review meeting held with Caretakers on the 4th July 2019.

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10 E029 GROUNDS TEAM STAFFING REQUIREMENTS

The Clerk's paper was noted and discussed.

The Clerk reported on current staffing levels and future requirements.

It was resolved that the matter should be referred to the Policy & Finance Committee for further consideration, in relation to any additional expenditure in the current financial year.

11 E030 UPDATE ON CURRENT STAFFING/EMPLOYMENT ISSUES & WORK IN PROGRESS

The Clerk's update paper was noted.

The Chairman updated the meeting on progress.

12 E031 DATE OF THE NEXT MEETING

Tuesday 17th September at 18:00 (before the scheduled Policy & Finance Committee meeting).

There being no further notice, the meeting closed at 20:15.