



PEACEHAVEN TOWN COUNCIL

TONY ALLEN
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: townclerk@peacehaventowncouncil.gov.uk

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN

Minutes of the meeting of the Personnel Committee held in the Charles Neville Room, Community House, Meridian Centre at 4.00pm on Friday 6th September 2019

Present – Cllr David Seabrook (Chairman), Cllr C Cheta, Cllr Job Harris, Cllr Isobel Sharkey, Cllr Alan Milliner, Cllr Lucy Symonds, Town Clerk, Tony Allen.

1 E032 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to approve apologies from Cllr Collier, Cllr Veck & Cllr Gallagher.

2 E033 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

In accordance with Standing Order No. 3(d) 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 discussion of the following items.

3 E034 TO INSTIGATE THE COUNCIL'S DISCIPLINARY PROCEDURE IN RELATION TO AN INCIDENT THAT OCCURRED ON FRIDAY 30th AUGUST 2019 INVOLVING TWO MEMBERS OF STAFF AND A MEMBER OF THE PUBLIC

Cllr Seabrook outlined the requirements of the Council's disciplinary procedure and the process that had to be followed to ensure its open and fair application for all those involved in this incident.

The Clerk related the details of the incident itself, relevant background information and action taken to-date. It was resolved that the disciplinary procedure should be instigated.

4 E035 TO APPOINT A MINIMUM OF TWO COUNCILLORS TO UNDERTAKE AN INVESTIGATION

It was resolved that Cllr Harris and Cllr Symonds should undertake the investigation of this incident to ascertain the facts of the matter.

5 E036 TO APPOINT THREE COUNCILLORS TO FORM A DISCIPLINARY SUB-COMMITTEE/PANEL SHOULD THIS BE REQUIRED

It was resolved to defer this item to the Committee's next meeting on the 17th September 2019.

6 E037 DATE OF THE NEXT MEETING – Tuesday 17th September 2019 at 6pm.

There being no further business, the meeting closed at 16:38.