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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 6.00pm on Tuesday 5th November 2019

Present – Cllr. David Seabrook (Chairman), Cllr. Job Harris, Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr. Lucy Symonds, Cllr. W. Veck, Town Clerk Tony Allen

1 E069 PUBLIC QUESTION TIME

No members of the public were present.

2 E070 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

3 E071 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies from Cllr Cheta and Cllr Harris were accepted.

4 E072 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

5 E073 TO ADOPT THE MINUTES OF 22nd OCTOBER 2019 MEETING

It was resolved to adopt the minutes as a true record.

NOTE: *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.*

6 E074 REVIEW OF PROGRESS RELATING TO THE FOLLOWING:-

6.1 DISCIPLINARY CASES

6.2 COMMITTEE'S ACTION PLAN

7 E075 CHAIRMAN'S & CLERK'S BRIEFING ON ONGOING PERSONNEL MATTERS NOT COVERED IN ITEM 6. ABOVE

It was resolved to take Items 6. & 7. 'en bloc'.

The paper and action plan produced by the Clerk was noted and the following matters were discussed in detail:-

- The introduction of the new rota and other related measures arising from the recent Caretakers' consultation.
- The draft Employee Handbook and the final version to be presented to members of staff at team meetings.
- Updated Job descriptions will be issued with the updated contract of employment.

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- Training requirements were discussed. The Clerk stated that suitable courses and costings are being investigated.
- Staff appraisements were discussed.
- The Lone Working Risk Assessment and policy will be implemented in due course.

8 E076 DATE OF THE NEXT MEETING

19th November 2019 at 6pm.

There being no further business, the meeting closed at 18:42.

Seabrook
19/11/2019