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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 19th November 2019

Present – Cllr. David Seabrook (Chairman), Cllr J Harris, Cllr. Cathy Gallagher, Cllr. Chris Collier, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr. L. Symonds, Town Clerk Tony Allen

1 E077 PUBLIC QUESTION TIME

No members of the public were present.

2 E078 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read out the safety, housekeeping and other notices.

3 E079 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Veck.

4 E080 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

5 E081 TO ADOPT THE MINUTES OF 5th NOVEMBER 2019 MEETING

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

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 E082 TO APPROVE THE NEW EMPLOYEE HANDBOOK FOR SUBMISSION TO THE POLICY & FINANCE COMMITTEE

This was resolved.

7 E083 TO APPROVE THE NEW EMPLOYEE CONTRACT OF EMPLOYMENT FOR SUBMISSION TO THE POLICY & FINANCE COMMITTEE

This was resolved.

8 E084 REVIEW OF PROGRESS & AGREEING ACTIONS RELATING TO THE FOLLOWING:-

8.1 DISCIPLINARY CASES

8.2 COMMITTEE'S ACTION PLAN

It was resolved to take Items 8.1 & 8.2 together.

Matters relating to the Caretakers' rota, Job descriptions, Disciplinary Cases, appraisals and other related matters were discussed in detail and actions resolved.

Meeting of Peacehaven Town Council Personnel Committee – 19th November 2019

8.3 CIRCULATING MISINFORMATION REGARDING CONFIDENTIAL MATTERS

The report circulated with the meeting papers, and action taken to-date, were noted and discussed.
It was resolved that no further action was required.

9 E085 CHAIRMAN'S & CLERK'S BRIEFING ON ONGOING PERSONNEL MATTERS NOT COVERED IN ITEM 8. ABOVE

No additional items were raised.

10 E086 DATE OF THE NEXT MEETING – TO BE AGREED

There being no further business, the meeting closed at 19:00.

J. Sedgwick
18/2/2020