

Minutes of the meeting of the Peacehaven Town Council Personnel Committee held in the ANZAC ROOM, Community House, Meridian Centre at 6.00pm on Tuesday 17th March 2020

Present – Cllr. David Seabrook (Chairman), Cllr. Chris Collier, Cllr. Cathy Gallagher, Cllr. Isobel Sharkey, Cllr. Lucy Symonds, Cllr Lynda Duhigg, Cllr Gloria Hill.

Town Clerk Tony Allen. Civic & Marketing Officer, Deborah Donovan.

1 E098 PUBLIC QUESTION TIME

No members of the public were present.

2 E099 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read out the safety and housekeeping announcements.

3 E100 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr C Cheta, Cllr. A Milliner, Cllr J Harris and Cllr W Veck.

4 E101 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr Hill as the step Aunt of Mrs Donovan.

5 E102 TO ADOPT THE MINUTES OF 18th FEBRUARY 2020 MEETING

It was resolved to adopt the public and confidential 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 E103 RECRUITMENT OF A REPLACEMENT GROUNDS PERSON

Cllr Seabrook updated the Committee on the outcome of the recruitment process and informed the meeting that this position had been offered to a very well qualified candidate.

7 E104 RECRUITMENT OF A SENIOR PROJECTS OFFICER

Cllr Seabrook updated the Committee on the progress of the recruitment process, noting that the closing date is the 27th March 2020.

[Mrs Donovan left the meeting for the following item].

8 E105 ANNUAL REVIEW OF STAFFING STRUCTURE & STAFF SALARIES/INCREMENTS

The Clerk's paper was noted and discussed.

It was resolved that there was a need for a complete impersonal review of staffing structures.

It was resolved to form a Working Party to carry out this task.

It was resolved to make initial recommendations for Council's agreement.

9 E106 CHAIRMAN'S & CLERK'S BRIEFING ON ONGOING PERSONNEL MATTERS & ACTIONS REQUIRED

The Action Plan produced by the Clerk was noted and discussed.

Cllr Seabrook reported on ongoing issues and actions.

10 E107 DATE OF THE NEXT MEETING – TO BE AGREED

There being no further business, the meeting closed at 19:59.

