



# PEACEHAVEN TOWN COUNCIL

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## **DRAFT Minutes of the meeting of the Peacehaven Town Council Personnel Committee held on-line (Zoom) at 6.00pm on Tuesday 30<sup>th</sup> June 2020**

**Present** – Cllr. David Seabrook (Chairman), Cllr. Chris Collier, Cllr C Cheta, Cllr J Harris, Cllr W Veck, Cllr A Milliner, 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 E108 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

### **2 E109 TO CONSIDER APOLOGIES FOR ABSENCE**

All members of the Committee were present.

### **3 E110 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

No interests were declared.

### **4 E111 TO ADOPT THE MINUTES OF 17<sup>th</sup> MARCH 2020 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.***

### **5 E112 RECRUITMENT OF A SENIOR PROJECTS OFFICER– Progress report**

Cllr Seabrook reported that the preferred candidate had accepted the job offer, with a provisional start date of the 1<sup>st</sup> September 2020. It was noted that the draft contract had been sent.

### **6 E113 REPORT ON URGENT STAFFING ISSUES**

The circulated correspondence relating to pre and post lockdown was noted and discussed. The Clerk reported on staff return to work and the measures put in place to assist with this. Outstanding matters were noted for action once staff had settled back into work.

### **7 E114 REVIEW OF STAFFING STRUCTURE & REQUIREMENTS AS A RESULT OF THE LONG-TERM IMPACT OF THE COVID-19 SITUATION**

Cllr Seabrook and the Clerk reported on the impact of COVID-19 restrictions on Council staffing and the provision of public services/facilities.

The Clerk reported on the deployment of staff and the need to vary some duties. Staff deployment and staff vacancies were discussed.

### **8 E115 DATE OF THE NEXT MEETING**

Tuesday 1<sup>st</sup> September 2020 at 7.30pm.

*There being no further business, the meeting closed at 18:55.*