Members on this Committee:

Cllr. Claude Cheta (Chair of Council) Cllr. Job Harris (Deputy Chair)

Cllr. David Seabrook (Chair of Committee) Cllr. Chris Collier, Cllr. Wendy Veck, Cllr. Catherine Gallagher, Cllr. Isobel Sharkey, Cllr. Alan Milliner, Cllr Lucy Symonds, Cllr Gloria Hill

**11th November 2020**

**Members of Peacehaven Town Council’s Personnel Committee are summoned to an on-line meeting of the Committee to be held on THURSDAY 19th November 2020 at 6.00 p.m.**



**Tony Allen**

**Town Clerk**

**A G E N D A**

1. **E136 CHAIRMAN’S ANNOUNCEMENTS**
2. **E137 TO CONSIDER APOLOGIES FOR ABSENCE**
3. **E138 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**
4. **E139 TO ADOPT THE PUBLIC MINUTES OF 1st SEPTEMBER 2020 MEETING**

***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 are excluded from the discussion of the following items.***

1. **E140 TO ADOPT THE CONFIDENTIAL MINUTES OF 1st SEPTEMBER 2020 MEETING**
2. **E141 STAFF DEPLOYMENT & VACANCIES**
	1. **GROUNDS TEAM**
		1. **GROUNDS PERSON VACANCY – RECRUITMENT UPDATE**
		2. **RATIFICATION OF THE APPOINTMENT OF A GROUNDS TEAM TRAINEE**
	2. **CARETAKERS TEAM**
		1. **IMPACT OF COVID-19 SECOND LOCKDOWN ON STAFFING FOR COMMUNITY HOUSE & EXTERNAL FACILITIES/BUILDINGS**
	3. **OFFICE STAFF**
		1. **REMOTE WORKING UPDATE**
		2. **CLOSING THE PTC OFFICE**
		3. **PROVISION OF EQUIPMENT UPDATE**
3. **E142 ONGOING STAFFING MATTERS & ACTION PLAN**
4. **E143 TO DISCUSS & AGREE BUDGET REQUIREMENTS FOR 2021/22**
5. **E144 DATE OF THE NEXT MEETING – TO BE AGREED**