**DRAFT Minutes of the meeting of the Peacehaven Town Council Personnel Committee held on-line (Zoom) at 7.30pm on Wednesday 17th February 2021**

## **Present** – Cllr. D Seabrook (Chairman), Cllr C Collier, Cllr A Milliner, Cllr W Veck, Cllr. I Sharkey,

## Cllr L Symonds, Cllr G Hill, Cllr C Gallagher.

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

1. **E145 CHAIRMAN’S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

1. **E146 TO CONSIDER APOLOGIES FOR ABSENCE**

All Members were present.

1. **E147 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests.

1. **E148 TO ADOPT THE PUBLIC MINUTES OF 19th NOVEMBER 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.***

1. **E149 TO ADOPT THE CONFIDENTIAL MINUTES OF 19th NOVEMBER 2020 MEETING**

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

1. **E150 TO REVIEW CURRENT SICK ABSENCE CASES**

The Clerks report was received, noted and discussed in detail, with actions agreed.

1. **E151 TO REVIEW STAFFING MATTERS & ACTION PLAN:-**
   1. **TO REVIEW OUTSTANDING GRIEVANCE CASES**

Outstanding grievance cases were reviewed, and actions agreed.

* 1. **TO REVIEW OUTSTANDING DISCIPLINARY CASES**

Outstanding disciplinary cases were reviewed, and actions agreed.

* 1. **TO REVIEW OTHER STAFFING MATTERS**

No items.

1. **E152 TO REVIEW INTERNAL BUSINESS PLAN PROGRESS:-**
2. **TO REVIEW POLICIES & PROCEDURES**

It was noted that the Clerk has instigated a rolling review of Council’s policies and procedures.

The Chairman reported on the development of a new flexible working policy.

1. **TO ASSESS STAFF TRAINING REQUIREMENTS**
2. **TO ASSESS COUNCILLOR TRAINING REQUIREMENTS**

Training requirements were noted and discussed.

1. **TO REVIEW STAFFING STRUCTURE, ROLES & JOB DESCRIPTIONS**

It was noted that annual appraisals for all staff are currently in progress.

Mrs Donovan raised the need to review job titles and descriptions and will submit a report to the Committee’s next meeting.

The Chairman reported that the review of the staffing structure and roles had been looked at but had been paused during the current Covid working arrangements.

It was resolved to adopt the Committee’s Business Plan section as drafted.

1. **E153 DATE OF THE NEXT MEETING**

Wednesday 31st March 2021 at 7.30pm.

*There being no further business, the meeting closed at 20:38.*