



# PEACEHAVEN TOWN COUNCIL

TONY ALLEN  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townmanager@peacehaventowncouncil.gov.uk](mailto:Townmanager@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

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 G Hill

10<sup>th</sup> February 2021

Members of Peacehaven Town Council's Personnel Committee are summoned to an on-line meeting of the Committee to be held on WEDNESDAY 17<sup>th</sup> February 2021 at 7.30 p.m.



Tony Allen  
Town Clerk

## A G E N D A

- 1 E145 CHAIRMAN'S ANNOUNCEMENTS
- 2 E146 TO CONSIDER APOLOGIES FOR ABSENCE
- 3 E147 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
- 4 E148 TO ADOPT THE PUBLIC MINUTES OF 19<sup>th</sup> NOVEMBER 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.***

- 5 E149 TO ADOPT THE CONFIDENTIAL MINUTES OF 19<sup>th</sup> NOVEMBER 2020 MEETING
- 6 E150 TO REVIEW CURRENT SICK ABSENCE CASES
- 7 E151 TO REVIEW STAFFING MATTERS & ACTION PLAN
  - i. TO REVIEW OUTSTANDING GRIEVANCE CASES
  - ii. TO REVIEW OUTSTANDING DISCIPLINARY CASES
  - iii. TO REVIEW OTHER STAFFING MATTERS
- 8 E152 TO REVIEW INTERNAL BUSINESS PLAN PROGRESS:-
  - i. TO REVIEW POLICIES & PROCEDURES
  - ii. TO ASSESS STAFF TRAINING REQUIREMENTS
  - iii. TO ASSESS COUNCILLOR TRAINING REQUIREMENTS
  - iv. TO REVIEW STAFFING STRUCTURE, ROLES & JOB DESCRIPTIONS
- 9 E153 DATE OF THE NEXT MEETING – TO BE AGREED