



PEACEHAVEN TOWN COUNCIL

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Members on this Committee:

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

4th August 2021

Members of Peacehaven Town Council's Personnel Committee are summoned to a meeting of the Committee to be held on Tuesday 10th August 2021 at 7.30 p.m.

Tony Allen
Town Clerk

AGENDA

- 1 E164 CHAIRMAN'S ANNOUNCEMENTS
- 2 E165 TO CONSIDER APOLOGIES FOR ABSENCE
- 3 E166 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS
- 4 E167 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE
- 5 E168 TO ADOPT THE PUBLIC MINUTES OF 31st MARCH 2021 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.

- 6 E169 TO ADOPT THE CONFIDENTIAL MINUTES OF 31st MARCH 2021 MEETING
- 7 E170 TO REVIEW IMPLEMENTATION OF THE HYBRID WORKING POLICY & POST COVID LOCK-DOWN STAFF RELATED MATTERS
- 8 E171 TO REVIEW OUTSTANDING HR CASES
- 9 E172 TO REVIEW STAFFING MATTERS & ACTION PLAN
 - i. Caretakers Recruitment progress.
 - ii. To approve the revised Job Description and Contract of Employment for new Caretaker.
 - iii. Information Officer's role & development.
 - iv. Location of office staff in Community House.
 - v. Resignation of the Senior Projects Officer – to agree notice period required and way forward.
- 10 E173 TO REVIEW INTERNAL BUSINESS PLAN PROGRESS
- 11 E174 TO REVIEW COMMITTEE'S BUDGETARY POSITION
- 12 E175 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS
- 13 E176 FACILITIES BOOKING – GDPR ISSUES & MOVING TO A DIGITAL SYSTEM
- 12 E177 DATE OF THE NEXT MEETING – TO BE AGREED