



PEACEHAVEN TOWN COUNCIL

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BN10 8BB

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 July 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 LOCKDOWN 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



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DRAFT Minutes of the meeting of the Peacehaven Town Council Personnel Committee held on-line (Zoom) at 7.30pm on Wednesday 31st March 2021

Present – Cllr. D Seabrook (Chairman), Cllr C Collier, Cllr A Milliner, Cllr. I Sharkey, Cllr G Hill, Cllr C Gallagher.

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

1 E154 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

2 E155 TO CONSIDER APOLOGIES FOR ABSENCE

It was resolved to accept apologies from Cllr L Symonds.

3 E156 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

There were no declarations of interests.

4 E157 TO ADOPT THE PUBLIC MINUTES OF 17th FEBRUARY 2021 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 E158 TO ADOPT THE CONFIDENTIAL MINUTES OF 17th FEBRUARY 2021 MEETING

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

6 E159 TO REVIEW DRAFT HYBRID WORKING POLICY & RELATED MATTERS

The Chairman's draft policy was received and discussed in detail.

Some changes and points of clarification were made

It was resolved to adopt the draft, as amended, and for it to be sent to staff for consultation and meetings.

6 E160 TO REVIEW CURRENT SICK ABSENCE CASES

The Clerk's report was received, noted and discussed in detail.

The Clerk related the latest position in the matters under consideration.

Options, impacts and the way forward were discussed and actions resolved.

7 E161 TO REVIEW STAFFING MATTERS & ACTION PLAN

The Committee's Action Plan was presented by the Chairman. Progress was reported and updates noted.

8 E162 TO REVIEW INTERNAL BUSINESS PLAN PROGRESS

The Committee's input into the Internal Business Plan was presented by the Chairman. Progress was reported and updates noted.

9 E163 DATE OF THE NEXT MEETING – TO BE AGREED

Minutes of Peacehaven Town Council Personnel Committee – 31st March 2021

There being no further business, the meeting closed at 20:46.