**Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Tuesday 10th August 2021**

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

## Cllr W Veck, Cllr S Griffiths, Cllr L Duhigg.

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

1. **E164 CHAIRMAN’S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

Cllr Gallagher noted that she would record the public part of the meeting.

1. **E165 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr G Hill, Cllr J Harris and Cllr L Symonds and that Cllr Duhigg would substitute for Cllr Hill, and Cllr Griffiths would substitute for Cllr Symonds.

1. **E166 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests.

1. **E167 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE**

It was resolved to elect Cllr L Symonds as Vice-Chairman of the Committee.

1. **E168 TO ADOPT THE PUBLIC MINUTES OF 31st MARCH 2021 MEETING**

It was resolved to adopt these 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 are excluded from the discussion of the following items.***

1. **E169 TO ADOPT THE CONFIDENTIAL MINUTES OF 31st MARCH 2021 MEETING**

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

1. **E170 TO REVIEW IMPLEMENTATION OF THE HYBRID WORKING POLICY & POST COVID LOCK**

**DOWN STAFF RELATED MATTERS**

It was resolved that the Hybrid Working Policy, as adopted, should be implemented with immediate effect.

1. **E171 TO REVIEW OUTSTANDING HR CASES**

It was noted that the appointed review panel will be meeting very soon to commence this exercise.

1. **E172 TO REVIEW STAFFING MATTERS & ACTION PLAN**

The circulated Action Plan was received. The Chairman noted that it will need updating to reflect the current work of the Committee, including the production of a training plan.

* 1. **Caretakers Recruitment progress.**

The Chairman, Clerk and Mrs Donovan updated the Committee on the recruitment progress.

* 1. **To approve the revised Job Description and Contract of Employment for new Caretaker.**

The Chairman, Clerk and Mrs Donovan reported on the developments in this matter.

* 1. **Information Officer’s role & development.**

The circulated report was noted and discussed.

* 1. **Location of office staff in Community House.**

It was agreed that ultimately this is a matter for the Policy & Finance Committee to determine and will require a business case in order to ascertain the most cost-effective solution.

* 1. **Resignation of the Senior Projects Officer – to agree notice period required and way**

**forward.**

It was resolved that Mrs Edser’s last day of service would be the 17th September 2021.

1. **E173 TO REVIEW INTERNAL BUSINESS PLAN PROGRESS**

Cllr Gallagher reported on the Plan’s developments.

1. **E174 TO REVIEW COMMITTEE’S BUDGETARY POSITION**

The current position was discussed.

1. **E175 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS**

It was agreed that the Chairman and Clerk will create a training plan for Councillors and staff.

1. **E176 FACILITIES BOOKING – GDPR ISSUES & MOVING TO A DIGITAL SYSTEM**

The Communications Officer’s report was received and discussed.

1. **E177 DATE OF THE NEXT MEETING**

Clerk to arrange the next meeting of the Committee for mid-September 2021.

*There being no further business, the meeting closed at 21:02*