**Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 4th November 2021 in Community House, Peacehaven**

## **Present** – Cllr. D Seabrook (Chairman), Cllr L Symonds (Vice-Chairman), Cllr A Milliner, Cllr R White,

## Cllr G Hill, Cllr C Collier, Cllr W Veck, Cllr K Sanderson.

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

**E190 CHAIRMAN’S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**E191 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr I Sharkey and Cllr C Gallagher and that Cllr R White will substitute for Cllr C Gallagher.

**E192 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests.

**E193 TO ADOPT THE PUBLIC MINUTES OF 23rd September 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 were excluded from the discussion of the following items.***

**E194 TO ADOPT THE CONFIDENTIAL MINUTES OF 23rd September 2021 MEETING**

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

**E195 TO REVIEW OUTSTANDING HR CASES & RECEIVE PANEL REPORTS**

The report from the Panel was received and discussed.

Improvements in practices, policies, training requirements and staff support were highlighted. It was noted that a number of these recommendations were already being addressed.

It was resolved to accept the Panel’s report and recommendations.

**E196 TO REVIEW THE COMMITTEE’S ACTION PLAN**

It was noted that the review of the staffing structure had been deferred until after the appointment of the SPO and Communications Officer.

The Clerk reported that he and the Chairman were finalizing a draft Equality, Diversity & Inclusion Policy.

**E197 TO REVIEW STAFFING MATTERS**

**Caretakers Recruitment report.**

Mrs Donovan reported that the Caretaking team was now back up to full complement.

**Communications & Marketing Officer recruitment update.**

Mrs Donovan reported recruitment progress for this vacancy.

**Senior Projects Officer recruitment update.**

The Clerk reported recruitment progress for this vacancy.

**E198 TO REVIEW COMMITTEE’S BUDGETARY POSITION AND REQUIREMENTS FOR 2022/23**

The Committee’s finance report was received and discussed.

The Chairman reported on the Committee’s draft budget for 2022/23 .

**E199 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS**

The training schedules were received and discussed.

**E200 HR SERVICES REVIEW OF EMPLOYMENT HANDBOOK & HYBRID WORKING POLICY**

The Chairman related the background to this item.

It was resolved that the Clerk would tidy-up this document accordingly, for approval by the Committee at its next meeting.

**E201 DATE OF THE NEXT MEETING**

Thursday 16th December 2021 at 7.30pm.

*There being no further business, the meeting closed at 20:11.*