**IN STRICTEST CONFIDENCE**

**Minutes of the meeting of the Peacehaven Town Council Personnel Committee held at 7.30pm on Thursday 16th December 2021 in Community House, Peacehaven**

## **Present** – Cllr. D Seabrook (Chairman), Cllr G Hill, Cllr C Gallagher, Cllr L Symonds and Cllr L Duhigg.

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

**E202 CHAIRMAN’S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting and covered the housekeeping arrangements.

**E203 TO CONSIDER APOLOGIES FOR ABSENCE**

It was resolved to accept apologies from Cllr I Sharkey, Cllr A Milliner, Cllr J Harris, Cllr C Collier, and Cllr K Sanderson and that Cllr L Duhigg will substitute for Cllr K Sanderson.

**E204 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

There were no declarations of interests.

**E205 TO ADOPT THE PUBLIC MINUTES OF 4th November 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.***

**E206 TO ADOPT THE CONFIDENTIAL MINUTES OF 4th November 2021 MEETING**

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

**E207 TO REVIEW THE COMMITTEE’S ACTION PLAN**

All items for discussion follow on the Agenda.

**E208 TO REVIEW STAFFING MATTERS**

1. **Caretakers Recruitment report.**

Mrs Donovan detailed the recruitment process followed, shortlisting and interviews held.

It was resolved to approve the recruitment panel’s recommendation.

1. **Communications & Marketing Officer recruitment update.**

Mrs Donovan reported that the chosen candidate, Mr Jack Wood, was now in place.

1. **Senior Projects Officer recruitment update.**

The Clerk’s paper was noted and discussed.

The Clerk detailed the recruitment process followed, shortlisting and the one interview held.

It was resolved to approve the recruitment panel’s recommendation.

**E209 TO REVIEW COMMITTEE’S BUDGETARY POSITION AND AGREE REQUIREMENTS FOR 2022/23**

The reports were received and noted.

Final discussions to be held on the 11th January 2022 at the arranged budget setting meeting.

**E210 TO REVIEW STAFF & COUNCILLORS TRAINING REQUIREMENTS**

The Clerk reported that a Chairmanship training session would be provided and that the autism awareness online training course was almost ready to proceed.

**E211 TO ADOPT THE UPDATED VERSION OF THE EMPLOYEE HANDBOOK & HYBRID WORKING**

**POLICY**

The Clerk reported that these documents had been updated, following comments received at the Committee’s last meeting.

It was resolved to adopt these documents.

**E212 TO ADOPT THE EQUALITY, DIVERSITY & INCLUSION POLICY**

The Chairman related the background to the construction of this policy.

It was resolved to adopt the policy, as drafted

**E213 DATE OF THE NEXT MEETING – TO BE AGREED**

Thursday 20th January 2022, at 7.30pm.

*There being no further business, the meeting closed at 20:06.*