



# PEACEHAVEN TOWN COUNCIL

TONY ALLEN  
TOWN CLERK  
TELEPHONE: (01273) 585493  
FAX: 01273 583560  
E-MAIL: [townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk)

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

**DRAFT PUBLIC Minutes of the meeting of the Personnel Committee held in the Anzac Room, Community House on Tuesday 18<sup>th</sup> October 2022 at 7.30pm**

**Present:** Cllr David Seabrook (Chair), Cllr Lucy Symonds (Chair of Council), Cllr Wendy Veck, Cllr Cathy Gallagher.

**Officers:** George Dyson (Deputy Town Clerk & Civic Officer).

No members of the public were in attendance.

## **1. E256 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, welcomed everyone, went through the building fire procedures, and asked for phones to be put onto silent.

## **2. E257 TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Cllr Katie Sanderson, Cllr Chris Collier, and Tony Allen (Town Clerk). Cllr Cathy Gallagher was noted as absent initially, however arrived at 19:31.

## **3. E258 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

There were no declarations of interest.

## **4. E259 TO ADOPT THE PUBLIC MINUTES OF 7<sup>TH</sup> JULY 2022 MEETING**

Proposed by: Cllr Veck. Seconded by: Cllr Symonds.  
The minutes of the above meeting were **resolved and adopted**.

***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.***

## **5. E260 TO ADOPT THE CONFIDENTIAL MINUTES OF 7th July 2022 MEETING**

Proposed by: Cllr Symonds. Seconded by: Cllr Veck.  
The minutes of the above meeting were **resolved and adopted**.

## **6. E261 TO REVIEW THE COMMITTEE'S ACTION PLAN**

Action Plan items are on the Agenda separately.

## **7. E262 TO REVIEW COMMITTEE'S BUDGETARY POSITION**

The Committee discussed the budgetary position.

## **8. E263 TO REVIEW COMMITTEE'S BUDGETARY REQUIREMENTS FOR 2023/24**

The Chair informed the Committee that he has spoken with the Finance Officer about the budgetary requirements and that the Finance Officer is putting together several different scenarios for the 2023/24 budget.

#### **9. E264 TO REVIEW THE COUNCIL'S TRAINING PROGRAMME**

The Chair informed the Committee that Customer Service and Climate Change training is being arranged.

#### **10. E265 REPORT FROM THE TASK & FINISH GROUP SET UP TO REVIEW THE REPORT FROM STEVE BRIGDEN REGARDING AN OFFICIAL COMPLAINT & DRAFT ACTION PLAN**

The Committee deferred this item.

#### **11. E266 TO SIGN-UP TO THE 'THE CIVILITY AND RESPECT PLEDGE' & DEVELOP A 'DIGNITY AT WORK POLICY'**

It was proposed that the Committee recommend The Civility and Respect Pledge to the Council.

#### **12. E267 TO CONSIDER THE USE OF THE EMPLOYEE ASSISTANCE PROGRAMME**

After a brief discussion, it was proposed that the Committee support the recommendation to implement an Employee Assistance Programme.

#### **13. E268 TO RECEIVE A REPORT ON THE ANNUAL STAFFING STRUCTURE REVIEW**

There was a discussion around the proposed job roles.

The Chair explained that the roles are a work in progress, and that the appointed TFG will be meeting with the Town Clerk to discuss further.

#### **14. E269 TO RECEIVE A REPORT ON STAFFING MATTERS:-**

##### **1. Probation.**

- a. It was noted that Mrs Moscatelli had successfully completed her probation period and was now confirmed in the position of Events, Amenities & Projects Officer.
- b. It was noted that Mr Dyson had successfully completed his interim probation review.

Cllr Symonds added her thanks to Mr Dyson for his support with the Mayoral and Civic duties, and in particular the recent response to Operation London Bridge.

The Committee also added thanks to both Mrs Moscatelli and Mr Dyson for their positive and can-do attitudes in their job roles.

##### **2. Sickness Absence.**

Current matters were discussed.

##### **3. Other staffing matters.**

There were no additional items for discussion.

#### **15. E270 DATE OF THE NEXT MEETING**

The date of the next meeting was **agreed** as 1<sup>st</sup> December 2022.

*There being no further business the meeting ended at 20:53.*