**Members on this Committee:**

**Cllr Lucy Symonds, (Chair of Council)**

**Cllr. David Seabrook (Chair of Committee) Cllr. Chris Collier, Cllr. Wendy Veck,**

**Cllr. Catherine Gallagher, Cllr Katie Sanderson (Vice-Chair of Committee)**

**12th October 2022**

**Members of Peacehaven Town Council’s Personnel Committee are summoned to a meeting of the to be held in Community House on TUESDAY 18th OCTOBER 2022 at 7.30 p.m.**

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**Tony Allen**

**Town Clerk**

**A G E N D A**

**E256 CHAIRMAN’S ANNOUNCEMENTS**

**E257 TO CONSIDER APOLOGIES FOR ABSENCE**

**E258 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

**E259 TO ADOPT THE PUBLIC MINUTES OF 7th July 2022 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.***

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

**E261 TO REVIEW THE COMMITTEE’S ACTION PLAN**

**E262 TO REVIEW COMMITTEE’S BUDGETARY POSITION**

**E263 TO REVIEW COMMITTEE’S BUDGETARY REQUIREMENTS FOR 2023/24**

**E264 TO REVIEW THE COUNCIL’S TRAINING PROGRAMME**

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

**E266 TO SIGN-UP TO THE ‘THE CIVILITY AND RESPECT PLEDGE’ & DEVELOP A ‘DIGNITY AT WORK POLICY’**

**E267 TO CONSIDER THE USE OF THE EMPLOYEE ASSISTANCE PROGRAMME**

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

**E269 TO RECEIVE A REPORT ON STAFFING MATTERS:-**

1. **Probation.**
2. **Sickness Absence.**
3. **Other staffing matters.**

**E270 DATE OF THE NEXT MEETING – TO BE AGREED**