



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Personnel Committee held in the Anzac Room, Community House on Thursday 1st December 2022 at 7.30pm

Present: Cllr David Seabrook (Chair), Cllr Katie Sanderson (Vice-Chair), Cllr Lucy Symonds (Chair of Council), Cllr Cathy Gallagher, Cllr Sue Griffiths.

Officers: George Dyson (Deputy Town Clerk & Civic Officer), Sue Moscatelli (Events, Amenities, and Projects Officer).

No members of the public were in attendance.

1. E271 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. E272 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr Wendy Veck, Cllr Chris Collier, and Tony Allen (Town Clerk).

Cllr Sue Griffiths is substituting for Cllr Wendy Veck.

3. E273 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

There were no declarations of interest.

4. E274 TO ADOPT THE PUBLIC MINUTES OF 18TH OCTOBER 2022 MEETING

Proposed by: Cllr Gallagher. 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. E275 TO ADOPT THE CONFIDENTIAL MINUTES OF 18TH OCTOBER 2022 MEETING

Proposed by: Cllr Gallagher. Seconded by: Cllr Sanderson.

The minutes of the above meeting were **resolved and adopted**.

6. E276 TO REVIEW THE COMMITTEE'S ACTION PLAN

Action Plan items are on the Agenda separately.

7. E277 TO REVIEW COMMITTEE'S BUDGETARY POSITION

The Committee discussed aspects relating to the recently agreed national pay review.

8. E278 TO REVIEW THE COUNCIL'S TRAINING PROGRAMME

The Training Plans were reviewed, and additions and amendments were agreed.

9. E279 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 as it is on the agenda for the next Council meeting agenda.

10. E280 TO RECEIVE A REPORT ON THE ANNUAL STAFFING STRUCTURE REVIEW

The chair gave a brief overview on the item and informed the Committee that it is still a work in progress.

There was a lengthy discussion on the proposed job descriptions, pay scales, recruitment requirements, and training for staff.

It was proposed that an Extraordinary Committee meeting be called to discuss the staffing restructure on Monday 19th December at 2pm.

Proposed by: Cllr Sanderson Seconded by: Cllr Symonds
The Committee **resolved** to **agree** to this proposal.

11. E281 TO RECEIVE A REPORT ON STAFFING MATTERS:-

The chair rearranged the order of these items

5. Other staffing matters

The Chair raised that we need to discuss the recruitment of a part time (30 hours per week) Marketing and Event Support Officer.

3. Hybrid working report

The Chair introduced the Town Clerk's report which indicates that the hybrid working is successful and suggests no changes.

The Committee requested that a more detailed report be provided for the next Committee meeting.

1. Probation & confirmation of appointments

The Chair informed the Committee that there have been no further reports for probation and confirmation of appointments since the last Committee meeting.

The Chair also confirmed with the Events, Amenities, and Projects Officer that she had received her letter confirming the completion of her probation.

The Deputy Town Clerk & Civic Officer and the Events, Amenities, & Projects Officer left at this point.

Following the expulsion of both Officers, the remaining minutes have been completed by the Chair.

2. Sickness Absence

The sickness absence report was noted.

4. Appraisals

It was agreed that there should be an appraisal standardisation event in early January with senior officers to ensure all appraisals are conducted in the same way to the same standard. To be discussed further with the Town Clerk.

E282 DATE OF THE NEXT MEETING – AGREED FOR THURSDAY 2ND FEBRUARY AT 7:30PM.

There being no further business the meeting was closed at 21:20.