



PEACEHAVEN TOWN COUNCIL

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Councillors 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 December 2022

Dear Committee Member,

You are summoned to an extraordinary meeting of the **PERSONNEL COMMITTEE** which will be held in the Copper Room, Community House, Peacehaven on **Monday 19th December 2022 at 2.00pm.**

Tony Allen
Town Clerk

A G E N D A

- 1 E283 CHAIR ANNOUNCEMENTS
- 2 E284 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS
- 3 E285 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
- 4 E286 TO ADOPT THE PUBLIC MINUTES FROM THE 1ST DECEMBER 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.

- 5 E287 TO ADOPT THE CONFIDENTIAL MINUTES FROM THE 1ST DECEMBER 2022 MEETING
- 6 E288 TO DISCUSS AND AGREE THE STAFFING STRUCTURE REVIEW
- 7 E289 TO RECOMMEND THE RECRUITMENT OF A MARKETING AND EVENTS OFFICER
- 8 E290 DATE OF NEXT MEETING – TO BE AGREED

Agenda of the Extraordinary Personnel Committee – Monday 19th December 2022



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DRAFT PUBLIC 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**.

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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 the budgetary position.

8. E278 TO REVIEW THE COUNCIL'S TRAINING PROGRAMME

The Committee reviewed the training programme and raised some areas where updates were required.

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 staffing structure review.

It was proposed that the staffing restructure is looked at by the Committee rather than a TFG as soon as possible so that a decision can be made.

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

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 Committee discussed other staffing matters, including the impact that the staffing structure review may have on staffing requirements.

3. Hybrid working report

The Committee reviewed and discussed the report on Hybrid working.

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 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 for a member of staff was noted.

4. Appraisals

It was agreed that there should be an appraisal standardisation event in early January. To be discussed further with the Town Clerk.

A staff members appraisal has taken place and will be presented to Council when signed off.

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.