**Members on this Committee:**

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

**Cllr. David Seabrook (Vice-Chair of Council) Cllr. Chris Collier, Cllr. Wendy Veck,**

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

**27th January 2022**

**Members of Peacehaven Town Council’s Personnel Committee are summoned to a meeting of the to be held in Community House on THURSDAY 9th February 2023 at 7.30 p.m.**

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**Tony Allen**

**Town Clerk**

**A G E N D A** (Page 1)

**E283 CHAIRMAN’S ANNOUNCEMENTS**

**E284 TO CONSIDER APOLOGIES FOR ABSENCE**

**E285 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

**E286 TO ADOPT THE PUBLIC MINUTES OF 19th 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.***

**E287 TO ADOPT THE CONFIDENTIAL MINUTES OF 1st and 19th DECEMBER 2022 MEETINGS** (Pages 2-7)

**E288 TO REVIEW THE COMMITTEE’S ACTION PLAN** (Page 8)

**E289 TO REVIEW COMMITTEE’S BUDGETARY POSITION** (Pages 9-10)

**E290 TO REVIEW THE COUNCILLOR’S & STAFF TRAINING PROGRAMMES** (Pages 11-13)

**E291 TO FINALISE THE ANNUAL STAFFING STRUCTURE REVIEW:-**

**To Approve the Committees & Assistant Projects Officer Job Description.** (Pages 14-24)

**To approve the Information & Community Facilities Officer Job Description.** (Pages 25-37)

**To note staff salaries & NJC scale points.** (Pages 38-42).

**To note & ratify revised staff organisation structure.** (Pages 43)

**E292 TO RECEIVE A REPORT ON STAFFING MATTERS:-** (Page 44)

1. **Probation & Confirmation of appointments.** (Page 44)
2. **Sickness Absence.** (Pages 45-46)
3. **Appraisals.** (Verbal report)
4. **To note the completion of the Clerk’s annual appraisal.** (Pages 47-50)

**E293 DATE OF THE NEXT MEETING – TO BE AGREED**