**Members on this Committee**

**Cllr L Symonds, (Chair of Council), Cllr D Seabrook (Vice-Chair of Council),**

**Cllr K Sanderson (Chair of Committee), Cllr C Gallagher (Vice-Chair of Committee),**

**Cllr C Collier, Cllr W Veck, Cllr S Griffiths, Cllr A Milliner, Cllr I Sharkey.**

**17th February 2022**

**Members of Peacehaven Town Council’s Personnel Committee are summoned to a meeting of the to be held in Community House on THURSDAY 23rd February 2023 at 7.30 p.m.**

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**Tony Allen**

**Town Clerk**

**A G E N D A**

**E294 CHAIRMAN’S ANNOUNCEMENTS.**

**E295 TO CONSIDER APOLOGIES FOR ABSENCE.**

**E296 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS.**

***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.***

**E297 TO ADOPT THE CONFIDENTIAL MINUTES OF 9th FEBRUARY 2023 MEETING.**

**E298 TO REVIEW THE COMMITTEE’S ACTION PLAN.**

**E299 TO REVIEW COMMITTEE’S BUDGETARY POSITION.**

**E300 TO REVIEW THE COUNCILLOR’S & STAFF TRAINING PROGRAMME**

 **INCLUDING APPRAISAL TRAINING 8th FEBRUARY 2023.**

**E301 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE:-**

1. **Assistant Parks Officer.**

**E302 STAFFING STRUCTURE REVIEW:-**

1. **TO RECEIVE AN UPDATED REPORT ON THE RECRUITMENT OF A MARKETING & EVENTS OFFICER AND SELECTION OF INTERVIEW PANEL.**
2. **TO DISCUSS JOB TITLES AND JOB DESCRIPTIONS:-**
3. **Committees & Assistant Projects Officer (deferred from 9th February).**
4. **Information and Bookings Officer / Committees and Assistant Projects Officer**

**(deferred from 9th February).**

1. **To consider revised staff organisation structure.**

**E303 TO ARRANGE A REVIEW OF THE EMPLOYEE HANDBOOK.**

**E304 TO ARRANGE THE IMPLEMENTATION OF THE RECOMMENDATIONS FROM THE REPORT BY STEVE BRIGDEN AND FACT-FINDING PANEL (ALLOTMENTS) REGARDING AN OFFICIAL COMPLAINT & DRAFT AN ACTION PLAN.**

**E305 TO CONSIDER REMUNERATION OPTIONS FOR STAFF ATTENDING EVENTS (From CCE Committee)**

**E306 TO RECEIVE A REPORT ON THE RESIGNATION OF THE HEAD OF ENGAGEMENT AND CIVIC OFFICER AND MAKE ARRANGEMENTS FOR AN INDEPENDENT EXIT INTERVIEW.**

**E307 DATE OF THE NEXT MEETING – TO BE AGREED.**