

**CONFIDENTIAL - Minutes of the Peacehaven Town Council Personnel Committee meeting held on Thursday 9<sup>th</sup> February 2023 at 7.30pm in Community House.**

Attendees

Cllr Lucy Symonds ( Chair of Council -Ex Officio)

Cllr Katie Sanderson Chairman, Cllr Griffiths, Cllr Gallagher, Cllr Sharkey, Cllr Milliner

No Officer presents. Town Clerk (sick) Deputy Town Clerk (leave)

Minutes taken by Cllr Gallagher

E283. Cllr Katie Sanderson was elected Chairman of Personnel Committee at Council 7<sup>th</sup> February 2023. Announcements made about Covid and fire precaution.

Nominations sought for Vice-Chairman.

Cllr Symonds proposed Cllr Griffiths, no seconder

Cllr Sharkey proposed Cllr Gallagher, seconded by Cllr Milliner. All in favour.

E284 Cllr Collier apologies for absence.

E285 No declarations of interest

E286 Adoption of public minutes of 19<sup>th</sup> December 2022. Proposed by Cllr Griffiths and seconded by Cllr Gallagher. All in favour.

Confidential Minutes

To note Cllrs Sharkey, Griffiths, Gallagher. Milliner, Symonds and Sanderson

Met at 7pm to read the Confidential reports pertaining to two complaints.

May 22 re Operations of the Council

March 22 re Report of Fact-Finding Panel re Town Clerk.

E287 Adoption of Confidential minutes of 1<sup>st</sup> and 19<sup>th</sup> December 2022. Proposed by Cllr Gallagher and seconded by Cllr Griffiths. All in favour.

E288 To review Action Plan.

Staff Appraisals to be completed by March 2023. Agreed that this should be an item for Agenda at next Personal Committee meeting. Committee to be advised of progress and plan to complete all appraisals. See E292 – 3.

Cllr Symonds updated Training Plan information – on 21<sup>st</sup> March Customer Service Training to take place for all Officers and Staff. All day in person at a cost of £35pp. See also E290.

Review of Staffing Structure – recent resignation of a Senior Officer was considered by all to have significantly changed the situation. Councillors agreed that this resignation was a severe setback, Peacehaven Town Council appears to have a problem with recruitment and retention.



Debate led to two proposals:-

1. It was resolved that an Independent Exit Interview should take place asap. Proposed by Cllr Griffiths and seconded by Cllr Gallagher. Agreed by all.
2. It was resolved by majority that an independent review of recruitment and retention practices to cover past and future to be undertaken, Proposed by Cllr Griffiths and seconded by Cllr Gallagher; five in favour, one abstention. Motion carried. This resolution to go to next Council for ratification.

See E291 -item 4.

Information Cllr Gallagher confirmed that as requested at Personnel Committee 1<sup>st</sup> December 2022 Cllr David Judd from Telscombe Town Council who is a member of the Institute of Personnel Management has agreed to provide general information on Personnel procedures and Employment Law should Peacehaven Town Council request it.

E290 Training schedule noted with these comments.

Cllr Sanderson has had GDPR training. this should be green.

Cllr Griffiths pointed out "Sign Language" training long overdue for Information Officer and Senior Caretaker

Cllr Seabrook is waiting for resources to enable him to deliver Climate Change training.

E291 Item 1 – Deferred Committee considered this item to be looked at again in conjunction with Senior Officer roles and support staff roles. Job descriptions and roles need to be re-assessed.

Item 2 -- More information required on support funding from Lewes District Council implications for job description. Same comments as Item 1 RBS usage, cover for role provision and greater use of technology.

Item 3 Committee noted the current list of Staff Salaries and NJC pay scales.

Item 4, Staff Organisation Structure – Deferred.

E292.

1. End of Probation and Job Title as Deputy Town Clerk resolved and ratified at Council 7<sup>th</sup> February 2023.
2. Sickness Absence.  
Member of Grounds team- report noted and deferred to next Personnel Committee meeting. Information required plan with dates for salary implications and next moves re Sickness Policy as per Staff Handbook.

Town Clerk. A verbal report was given by Chair of Council. Substantial time off sick in December 2022 and January 2023. February 2023 a further operation has taken place and depending on fitness for duties return to work anticipated for 13<sup>th</sup> February 2023.  
A long discussion took place about Peacehaven Town Council's duties to as employer to exercise a duty of care to employee and to ensure that all the requirements for data recording and policy as per the Staff Handbook are followed.

It was noted that all the necessary forms were in the Staff handbook including details of salary time scales for sickness absences; however, the Handbook was not always easy to follow.

Cllr Symonds suggested that a review of the appraisal section of the Employee Handbook should be carried out by this Committee. To be taken as Agenda item to next Personnel Committee

As this member of staff has had significant health issues over the past two years which have resulted in absence from the Office a careful approach to return to work needs to be adopted including consultation and planning by an Occupational Health Professional. It was agreed that Chairman of this Committee should seek advice from ESALAC.

3. Appraisals -see also E288.

At previous Personnel Committee meetings it was recognised that training regarding all aspects of Appraisals/ Performance Management was needed. See also E290.

A report detailing a training session sent through dated 9.2.2023. concerning 90 mins Zoom session 8<sup>th</sup> Feb 2023.

Committee members agreed this seemed an excellent training programme which needed to be offered to this Committee's members as well. As most had not seen the report, there was no information as to who had attended and this session needs to be set up again.

It was agreed that the Chairman of this Committee would follow this up and item would be part of next Committee Agenda.

4. Deferred –

Long discussion regarding the preparation and procedures regarding the Town Clerk's Appraisal.

This subject had been considered at previous Personnel and Council meetings, Absence from the Office over the past appraisal period had made full or interim appraisals difficult to schedule.

With all of the procedural uncertainties and the need to follow Policy and Employment Law it was proposed that this item be deferred until Chairman of this Committee seeks guidance from ESALAC and the Staff Handbook is reviewed.

Proposed by Cllr Griffiths and seconded by Cllr Sharkey. All Agreed.

E293 Thursday 23<sup>rd</sup> February 2023 at 7.30PM

[Extra-ordinary Council Meeting with Personnel Issues 16<sup>th</sup> February 2023 at 7.30pm.]

*There being no further business, the meeting closed at 9.16pm.*



