



PEACEHAVEN TOWN COUNCIL

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CONFIDENTIAL Minutes of the meeting of the Personnel Committee held in Community House on Thursday 16th March 2023 at 7.30pm

Present: Cllr K Sanderson (Chair), Cllr C Gallagher (Vice-Chair), Cllr W Veck, Cllr S Griffiths, Cllr A Milliner, Cllr C Cheta.

Officers: Town Clerk, Tony Allen.

E308 CHAIRMAN'S ANNOUNCEMENTS.

The Chairman welcomed everyone to the meeting.

E309 TO CONSIDER APOLOGIES FOR ABSENCE.

It was resolved to accept apologies from Cllr L Symonds, (Chair of Council), Cllr D Seabrook (Vice-Chair of Council), Cllr I Sharkey, Cllr C Collier, and that Cllr Cheta substitutes for Cllr Symonds.

E310 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS.

There were no declarations of interests.

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 were excluded from the discussion of the following items.

E311 TO ADOPT THE CONFIDENTIAL MINUTES OF 23rd FEBRUARY 2023 MEETING.

Cllr Griffiths and Cllr Veck raised amendments which were agreed. It was resolved to adopt the minutes, as amended, as a true record. Clerk to update the minutes for signature by the Chairman.

E312 TO REVIEW THE COMMITTEE'S ACTION PLAN.

The Action Plan was received and noted.

Regarding the independent exit interview for Mrs Moscatelli, the Chairman reported that Mrs Moscatelli had stated that she would not accept this being carried out by Trevor Leggo. ESALC, as she did not consider him as being independent from the Council.

The Chairman noted that HR Services had quoted £500 to carry out the independent exit interview and that she will find out what exactly this includes.

It was resolved that the independent exit interview should be offered to Mrs Moscatelli, to be carried out by HR Services; Chairman to arrange.

E313 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

The report from the Finance Officer was noted.

Cllr Gallagher noted that the year's salaries budget had almost been spent and that the budget for next year only included a relatively small increase; highlighting the need for close attention to monitoring and recruitment pay levels.

E314 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

The Clerk's report on the current situation was noted and discussed. Clerk to follow up with HR Services concerning next steps.

CONFIDENTIAL Minutes of the meeting of the PTC Personnel Committee held in Community House on Thursday 16th March 2023 at 7.30pm

E315 TO RECEIVE AN UPDATED REPORT ON THE RECRUITMENT OF A MARKETING & EVENTS OFFICER.

The Clerk reported that 51 enquiries had been received, mostly from the Indeed web site, with only a couple of formal applications having been received so far.

E316 TO FINALISE JOB TITLES, JOB DESCRIPTIONS & ORGANISATIONAL STRUCTURE FOR RATIFICATION BY COUNCIL:-

1. Committees & Assistant Projects Officer.

It was resolved to adopt this Job Description and for Ms. Onis' hours to be increased to 30 hrs/week.

2. Information & Community Facilities Officer.

Some additional amendments were discussed and agreed. It was resolved to adopt this Job Description, as amended.

3. Deputy Town Clerk.

It was resolved by majority to adopt this Job Description; (one abstention).

4. Civic Officer (Vacancy)

It was noted that this Job Title & Description had not been finalised, due to the staff working changes required following Mrs Moscatelli's resignation.

It was resolved to revisit this, once the new Marketing & Events Officer was in-place.

5. Organisational reporting structure.

It was noted that some of the job titles needed updating on this chart. It was resolved to adopt this organisation structure, as amended.

E317 DATE OF THE NEXT MEETING.

Tuesday 2nd May at 7.30pm

There being no further business the meeting was closed at 20:25.

VP
02/05/23