



PEACEHAVEN TOWN COUNCIL

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CONFIDENTIAL Minutes of the meeting of the Personnel Committee held in Community House on Tuesday 2nd May 2023 at 8.00pm

Present: Cllr D Seabrook (Vice-Chair of Council), Cllr K Sanderson (Chair of Committee)
Cllr C Gallagher (Vice-Chair of Committee), Cllr W Veck, Cllr S Griffiths, Cllr I Sharkey.

Officers: Town Clerk, Tony Allen.

E318 CHAIRMAN'S ANNOUNCEMENTS.

The Chairman welcomed everyone to the meeting and covered the housekeeping items.

E319 TO CONSIDER APOLOGIES FOR ABSENCE.

It was resolved to accept apologies from Cllr L Symonds, (Chair of Council) and Cllr C Collier. Cllr A Milliner was also absent.

E320 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.

E321 TO ADOPT THE CONFIDENTIAL MINUTES OF 16th MARCH 2023 MEETING.

It was resolved to adopt the minutes as a true record.

E322 TO REVIEW THE COMMITTEE'S ACTION PLAN.

1. Staff Appraisements – all appraisements have been completed and copies were circulated with the Committee's meeting papers.
2. Training plan for Staff & Councillors – Sign language training for nominated members of staff has been booked. Further training for staff and Councillors needs to be identified once the 'new' Council is in place.
3. Appraisal Training – staff training completed. Cllr training to be agreed once the 'new' Council is in place.
4. Marketing & Events Officer vacancy – separate agenda item.
5. Employee Handbook - an HR expert and Committee review of the Handbook is due at the end of 2023.
6. Employee Handbook - the Committee will conduct a review of the appraisal and sick absence sections of the Handbook and related reporting and forms used, once the 'new' Council is in place.
7. Employer's Duty of Care - Clerk to investigate any existing Council processes and identify best practice used by other Councils/HR.
8. Statistics for the Committee - to follow once the 'new' Council is in place.
9. Steve Brigden Report – Action Plan - Clerk has produced the tabulated action plan, which will be reviewed by the Committee once the 'new' Council is in place.
10. Civility & Respect Training – training sources are being identified.

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11. Remuneration for staff attending events – a costed policy is needed to ensure a fair allocation of these duties and agreed rates for TOIL or overtime.

12. Independent Exit Interview – separate agenda item.

E323 TO REVIEW COMMITTEE'S BUDGETARY POSITION.

The financial reports were noted.

Cllr Gallagher highlighted the large percentage of the Council's precept that was taken up by the personnel related budget items.

E324 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.

The report relating to Mr James was noted and discussed.

The Clerk stated that all action was being guided by the Council's HR advisers, to protect the Council's position in this matter and to ensure the correct and fair treatment of the member of staff concerned.

Cllr Gallagher asked questions relating to the Clerk's past period of sickness absence.

E325 TO RECEIVE AN UPDATED REPORT ON THE RECRUITMENT OF A MARKETING & EVENTS OFFICER.

The Clerks paper was circulated and discussed in detail.

It was resolved that the following recommendations should be adopted:-

1. The Town Clerk is authorised to amend the MEO JD to focus on the marketing elements, plus team support.
2. The title of the post becomes 'Communications & Marketing Officer'.
3. Mr O'Meara is offered this position, to start as soon as possible.

Once the 'new' Council is in place, the Committee reviews the remaining 'events' requirement and the JD for the remaining vacancy (Civic Officer +) with the Town Clerk & Deputy Town Clerk.

E326 TO DISCUSS & AGREE THE FILLING OF REMAINING STAFF VACANCIES.

See Item E325 above.

E327 TO NOTE & RECEIVE STAFF APPRAISALS.

Copies of all appraisals had been circulated with the meeting papers and were noted. Some general elements of these appraisals were discussed.

There was a discussion about how any issues, concerns and complaints are filtered through to the Committee. The Clerk stated that it is the responsibility of the managers to do this in an anonymous way so as to protect the freedom for staff to be open and honest.

E328 TO AGREE 2023/24 STAFF SALARY INCREMENTS.

It was resolved to implement the staff salary increments as tabulated in the meeting papers.

E329 TO NOTE THE RESULTS OF AN EXIT INTERVIEW.

The Chairman circulated numbered copies of the exit interview report, which were collected up at the end of the meeting.

It was noted that input was now required from the Clerk, other members of staff and some Councillors, to complete the review and to allow an action plan to be produced by the Committee once the 'new' Council is in place.

The Clerk noted that he had not seen the circulated report and did not want to see it in advance of his own independent review meeting.

The Chairman reported that £142.50 of the agreed budget of £500.00 had been spent so far. In view of this, it was resolved that the Town Clerk's interview should be conducted on the same basis, as soon as possible.



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E330 TO NOTE THE RESIGNATION OF THE TOWN CLERK.

It was noted that the Clerk had submitted his resignation, which had been accepted, with his last day of service being the 31st August 2023.

There was a general discussion about the next steps required once the 'new' Council is in place.

E331 TO DETERMINE THE TERMS-OF-REFERENCE FOR AN INDEPENDENT REVIEW OF PTC RECRUITMENT & RETENTION PRACTICES (FROM COUNCIL).

To be addressed by the Committee once the 'new' Council is in place.

E332 DATE OF THE NEXT MEETING – TO BE AGREED.

There being no further business the meeting was closed at 21:08.

Leah Hughes 6/6/23

