**Members on this Committee**

Cllr D Seabrook, (Chair of Council), Cllr I Sharkey (Vice-Chair of Council),

Cllr C Gallagher (Chairman of Committee), Cllr W Veck, Cllr M Campbell, Cllr D Donovan,

Cllr P Davies, Cllr C Cheta, Cllr I Alexander, Cllr S Griffiths, Cllr N Fabry.

**31st May 2023**

**Members of Peacehaven Town Council’s Personnel Committee are summoned to a meeting to be held in Community House on TUESDAY 6th June 2023 at 7.30 p.m.**

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**Tony Allen**

**Town Clerk**

**A G E N D A**

**E337 CHAIRMAN’S ANNOUNCEMENTS.**

**E338 TO CONSIDER APOLOGIES FOR ABSENCE.**

**E339 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS.**

**E340 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE.**

***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.***

**E341 TO ADOPT THE CONFIDENTIAL MINUTES OF 2nd MAY & 30th MAY 2023 MEETINGS.**

**E342 TO REVIEW THE COMMITTEE’S ACTION PLAN.**

**E343 TO REVIEW COMMITTEE’S BUDGETARY POSITION.**

**E344 TO RECEIVE A REPORT ON STAFF SICKNESS ABSENCE.**

**E345 TO RECEIVE AN UPDATED REPORT ON THE RECRUITMENT OF A MARKETING & COMMUNICATIONS OFFICER.**

**E346 TO REVIEW PROGRESS ON AGREED ACTIONS FOR THE RECRUITMENT OF A NEW TOWN CLERK.**

**E347 TO DISCUSS & AGREE ACTIONS FOR THE FILLING OF REMAINING STAFF VACANCY.**

**E348 TO NOTE THE RESULTS OF THE EXIT INTERVIEWS AND AGREE THE NEXT STEPS.**

**E349 TO DETERMINE THE TERMS-OF-REFERENCE FOR AN INDEPENDENT REVIEW OF PTC RECRUITMENT & RETENTION PRACTICES (FROM COUNCIL).**

**E350 TO REVIEW THE STATUS AND NEED FOR THE STAFFING & STRUCTURE REVIEW TASK & FINISH GROUP.**

**E351 DATE OF THE NEXT MEETING – TO BE AGREED.**